



Charging Policy

Dyddiad adolygu a mabwysiadu:

Date reviewed and adopted: **03.10.2023**

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Llofnod Cadeirydd y Llywodraethwyr:

Signature of chair of governors: **Karen Thomas**

The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships.

*Note that financial support for FSM pupils by the school does not cover the pupils who are transitionally protected. 1

YGG Bryniago
POLICY for CHARGES AND REMISSIONS

1. Introduction

Pupils do not pay for the education we provide during normal school hours. We do not charge for any activity that is part of the National Curriculum, except for some music tuition for some individuals or small groups.

Ysgol Bryniago has appointed a “Ceri’s Champion”; a governor who makes sure that our resources are used to make sure that the school day is as affordable as possible for families.

Ysgol Bryniago’s Ceri’s Champion is: Mrs Rebecca Thomas

2. Voluntary contributions

When school trips or visits to enrich the curriculum and the educational experience of the children are arranged, the school invites parents and guardians to contribute towards the cost. All contributions are voluntary. If we do not receive adequate voluntary contributions, we may delay the trip. If the trip is held, children whose parents or guardians have not contributed may continue to go on that trip. We don't treat those children any differently.

If a parent wants his / her child to go on a school trip or take part in an event, but is reluctant or unable to make a voluntary contribution, we allow the child to participate fully in the trip or activity. Sometimes, the school incurs additional costs to support the visit. Parents and guardians have a right to know how each outing is funded, and the school provides this information, at the request of parents / guardians.

If any parent is struggling to pay, they are invited to see the Headteacher and alternative arrangements are made to overcome the problem. No child is excluded from the activities on the grounds of inability or unwillingness to contribute voluntarily.

Additional activities, organized by the school, which require voluntary contributions from parents and guardians, are listed below. These activities are called 'optional extras'. Our list is not exhaustive:

- visits to museums;
- sporting activities where transport expenses are required;
- outdoor adventure activities;
- visits to or by a theater company;
- musical events.

3. Residential visits

If the school arranges a residential visit during school hours, or mainly during school hours, where education is linked directly to the National Curriculum, we do not charge for education or travel expenses. However, we do require payment to cover the cost of food and accommodation. If we are unable to raise sufficient funds through these voluntary contributions, the visit may have to be postponed, and that aspect of the curriculum may have to be dealt with in other ways.

For residential trips payments will be made in several instalments as appropriate (a longer period of payment will be offered for children on free school meals). Letters to parents will indicate that other payment term possibilities will be offered if this proves problematical. Full payment will be required BEFORE the date of the residential visit.

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All money, other than deposits, will be repaid in cases of ill health, when a child cannot participate. A letter from the doctor WILL BE required as proof of the child's illness. Other circumstances that could not be foreseen at the discretion of the Headteacher.

It should be noted that there would be no repayment for behavioral issues where a child will be required to be collected early from a residential activity.

4. Instrumental Lessons

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or small group music tuition, as this is an extra curriculum activity, and is not part of the National Curriculum. These lessons for individuals or a small group are taught by peripatetic music teachers. We provide parents and guardians with information about additional music tuition at the beginning of each school year.

Pupils are welcome to learn an instrument within the school at the cost of £35.00 per instrument per term. This will allow for a minimum of 10 lessons per term. In the event where a term is cut short then parents will either be reimbursed for the amount of lessons lost (£3.50 per lesson) or lessons will be carried on to the next term and a discount offered to parents. Parents and guardians are asked to pay for the lessons at the start of each term. Pupils will not receive lessons without payment. The length of the lesson may vary due to the instrument/ tuition time. The school will require payment for the whole term prior to receiving lessons. Parents will be responsible for the cost of the examination and transporting pupils to the venue should it not be within the school.

4. Swimming/ Gymnastics

The school arranges swimming lessons for all children in Years 3-4. These take place during school hours and are part of the National Curriculum. We do not charge for this activity, but may ask for a voluntary contribution from parents and guardians to pay for transport. We inform parents and guardians when these lessons take place, and ask parents or guardians written permission for their children to participate.

The school will charge for transport to swimming/ gymnastics competitions. Parents may be asked to transport their own child to swimming/ gymnastics competitions.

5. After School Club

Payments for the After School Club will go directly to 'Pitter Patter.'

6. Charging Policy for Lettings

The building will only be let to persons who are able to comply with current guidance on DBS checks if working with pupils from Ysgol Gymraeg Bryniago. Copies of the relevant insurance documentation will have to be verified prior to allowing tutors to carry out activities with pupils out of school hours. This will constitute 'Personal Liability Insurance'.

Lettings will be charged at:

- £25 per for the school hall (15:00-18:00)
- £25 per classroom (15:00-18:00)

The cost for school lettings will increase during holiday time/ after 6:00 p.m.

Letting charges will be reviewed by the Governing Body at least on an annual basis and individual agreements may be created for persons wishing to engage in 'long term lettings which are for more than one hour per session'. Letting fees are totalled on a half termly or termly basis and invoiced to the person letting the premises. The cheques are paid directly into the school budget and are

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accounted for as 'income'. If the term is cut short due to school closure or if the school is closed due to inclement weather then the 3rd party letting company will be reimbursed for the total amount of that evening's let/ week/s let.

Free lettings will be granted to organisations and individuals who are considered by the Governing Body to be running extra-curricular activities for the pupils which are non-profit making and are classified as clubs that would benefit the children's education.

A small fee will be asked for certain after school clubs e.g Yr Urdd, cookery club.

7. Charging for Special Performances:

A small charge will be made for attendance at Christmas Productions: £3.50 per ticket.

Entry will be by ticket/programme only in order to comply with fire regulations on the number of adults who may safely be seated in the hall for any performance.

The proceeds of this event will be banked in the School Fund and used for a variety of purposes to provide a range of experiences, special events, the cost of working with artists, financing special visits or to pay for educational resources that will enrich the curriculum. Etc.

The school does not charge for entry to any other special events, such as class assemblies, special assemblies, visitors to the school leading special assemblies, etc.,

Donations such as Harvest, Operation Christmas child etc. collected by the school are donated to a charity selected by the Head teacher, staff members and the School Council.

Charity donations made during the year for any selected organisation are similarly collected.

8. Charging for Breakages or Damage to School Property

The school does not charge for such occurrences, but where a child has deliberately caused damage or broken an item – following consultation with parents, a small 'donation' is sometimes made to the school by the pupil in order to help to replace the item in question. If parents do not feel that this is appropriate, their views are always respected.

For major damage/accidents, insurance claims will be made to cover costs.

9. Charging for P.T.A. Events

Charges made for events or resources to the school which are organised by the P.T.A. are subject to discussion by the P.T.A. Committee and through consultation with Headteacher.

10. Breakfast Club

The school provides a "Pre-Breakfast Club" between 7.50 a.m. and 8.20 a.m. at a cost of £1.05 per child per day and 50p for every third or more children in a family. This money will be paid each Thursday prior to the following week. Parents must pay prior to completing the online booking form.. Free Breakfast Club will commence at 8.20 a.m., the latest time for arrival for breakfast is 8.30 a.m.

11. Poverty Proofing the school day:

Ensuring that the cost of the school day is affordable for all learners is of key importance to us at YGG Bryniago. The Governing Body has appointed a member who oversees this:

Ceri's Champion: Mrs Rebecca Thomas

Ceri's Champion will make sure that our resources are used to ensure that the school day is as affordable as possible for families.

The school will consider the views of parents/guardians BEFORE arranging any visits. The school will take into consideration parents/ carers views on the cost of the visits and about the number of

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visits arranged during the term/year.

The school will work closely with the PTA and the School Council to ensure a fair balance in terms of fundraising days. This will include:

- Charity fundraising days (eg Children in Need) - no more than two per term
- PTA activities - no more than four per term

In order to support families with days without school uniform, the school has successfully collaborated with the PTA to set up a second-hand school uniform shop which includes a collection of Christmas, World Book Day and St. David's Day costumes. Parents/carers can 'buy' the uniform via

<https://app.uniformd.co.uk/items/ysgol-gynradd-bryniago>

The school has a number of strategies in place to support the parents/carers of learners who are eligible for Free School Meals. It should be noted that the following are not for the learners who have been transitionally protected:

- a) Free fruit is provided to all pupils who qualify for free school meals.
- b) A free Foody Friday snack is provided to children who qualify for free school meals.
- c) Learners who qualify for free school meals can get second-hand school uniform through the PTA shop
- d) There will not be a charge for the travelling cost to a one-day educational visit
- e) There will not be a charge for the travelling cost to a school competition
- f) All pupils who are eligible for free school meals will be offered to learn one instrument for free from year 3-year 6
- g) The school will pay 25% of the cost of the Year 4 residential visit.
- h) The school will pay 25% of the cost of the Year 5 residential visit.
- i) The school will pay 50% of the cost of the Year 6 residential visit.
- j) Learners who participate in free school meals can attend the Pre-breakfast club (07:50-8:20) for free every day.
- k) Learners who are eligible for free school meals will not need to pay the cost of attending an after-school curriculum club run by the school e.g. cookery club
- l) The school will not expect children who qualify for free school meals to make a financial contribution on charity fundraising days.
- m) The school will not charge for the cost of a child's personal item that qualifies for free school meals at the Christmas Fair or the Summer Fair.
- n) A pupil's parent(s)/guardian(s) who are eligible for free school meals will be given a ticket/tickets to one Christmas performance.

11. Management of School Fund

The interest earned on all monies in the School Fund will remain within the School Fund. The School Fund is managed and maintained by **Mrs Rhian Gealy**, the school's secretary in liaison with **Miss Nia Jones**, the Headteacher. Two signatures are required for cheque authorisation. One of those two signatories must be the Head teacher or Deputy-head. The School Fund is audited by a governor/ a member of the local community that specialises in finance and who are not signatories for the fund, on an annual basis and by the City & County of Swansea Auditor on a three yearly basis. Findings are fed back to the full Governing Body via the formal Audit Report. The annual audit is checked by the Chair of Governors, who is not a signatory for the fund. All School Fund records are available for scrutiny and are presented to the Governing Body on an annual basis following the audit.

12. Monitoring and reviewing

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The head teacher is delegated the right to decide to what extent, if any, money from the school fund or other source is used to pay a proportion of the cost of the activities. The right to decide cases arising in the implementation of this policy is delegated to the head teacher. This policy is monitored by the governing body, and is reviewed annually, or more frequently if necessary.

Appendix A:

School Payments

The school uses the online payment programme, iPay to pay for everyday items.

Please visit the [school website](#) for details on how to set up an iPay account.