



Charging Policy

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.

YGG Bryniago POLICY for CHARGES AND REMISSIONS

We accept and comply with the L.E.A. recommended Policy for Charges and Remissions dated December 2005. Our own Policy is based on their recommendations and is reviewed on an annual basis to meet changing needs.

YGG Bryniago's committed to providing **all** the children of the school with a range of first hand experiences. Indeed, our school aims represent this fact very strongly. As such, we provide a range of trips associated with work in each class and year group as well as longer residential trips.

Wherever possible, we seek to make local visits and make use of the vast wealth of local facilities. This enables us to avoid the use of a coach that adds dramatically to the cost of a visit.

Teachers review their programme of visits on an annual basis to ensure maximum educational value. The school will also respond to visits that become available due to a special event or similar.

The commitment of staff in organising, arranging and giving up their own time in many instances is second to none and is much appreciated. The school actively seeks out opportunities for pupils to benefit from activities for which there is no cost.

Historically, the school has been very well supported by parents making voluntary contributions which have allowed school to offer a diverse and varied programme.

The Headteacher will make clear the importance that the school attaches to such opportunities before a child joins the school i.e. via the school prospectus, when parents view the school and at the induction meetings. The expectation will be that parents support the school.

Under section 110 of the 1988 Education Act, the Governing Body has determined that parents are to be invited to make voluntary contributions towards the benefit of the school or to support a particular activity, for example - educational visits. There will be times, however, when we may have to ask parents for voluntary contributions. The school's Charging Policy is allied to the Authority's guidelines. Parents are asked to pay, on a voluntary basis, to cover the cost of

- educational visits / school journeys
- buses for sporting activities etc.
- theatre companies and other visitors / speakers
- residential visits
- contribution towards the cost of music lessons provided by the peripatetic teachers

Without parental support some of these activities will not take place!

The Governing Body is entitled to ask for voluntary contributions towards the above-mentioned costs. Unless an activity can be held without voluntary contributions, then this is explained to parents at the outset. The Head teacher and Governing Body are entitled to cancel an organized activity if it is likely that low contributions would incur a substantial loss.

The Governors support the principle that no child should be excluded from participating in an activity due to parents' inability or unwillingness to contribute towards the costs. They

also recognize that the cost of the activities will have to be met from funding other than the school's annual finance.

The school will also contact the PTA regarding funding for various activities. The school has a good relationship with the PTA and where possible the PTA will pay for transport with some activities during the year.

School Payments

The school uses the online payment programme, sQuid to pay for everyday items. If you already have a sQuid account, please see the section below that details how to add a child to your account.

How to create your own online sQuid account

Go to the sQuid web page squidcard.com/welcome

Select the 'Click here to create a sQuid account' link

Enter your details, create a password, choose a security question and answer

Click the 'Register' button to complete your registration

Confirm your registration by clicking the link in your activation email

Complete the required additional personal details

Add your sQuid registration number, security code and assign a display name

Already have a sQuid account?

Simply add your child's sQuid registration number and security code to your account on the 'Users' page. Once you have created and activated your account, you will be able to access and manage your sQuid account online at anytime to:

- Top up your account from your bank account, credit or debit card
- Check your account balance
- View your transactions
- Update your details
- Add further children to your account
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Please refer to the sQuid web site for full Terms and Conditions.

Charging Policy for Educational Visits

- The cost of the proposed visit should be stated and although no charge can be made for visits organised in school hours, a voluntary contribution will be requested.
- No child will be excluded from the visit due to lack of a voluntary contribution. The Headteacher will subsidise the cost with a contribution from the School Fund or a P.T.A. contribution.
- If insufficient voluntary contributions are received it may be necessary to cancel the visit.
- No profit will be made on any Educational Visit organised during school hours or in any circumstances without the agreement of the Governing Body.
- For residential field trips the charge will vary depending on the venue.

The programme of residential visits now consist of:

- A two night stay for year 5 children in Manor Adventure.
- A four night stay for year 6 children in Llangrannog.

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.

A residential visit is considered a visit where it will be required for the children to spend one or two nights away from home.'

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.

- FSM: The school will pay a contribution towards the cost of a residential course for FSM pupils.

Charges for attendance at swimming sessions

- This is part of the curriculum timetable and as such the school assumes responsibility for paying for the transport costs from the budget.

Charges for attendance at additional sporting sessions e.g. athletics training at the University track/ gymnastic sessions in Fforestfach

- Transport will be partly funded by parents/the school and partly by the P.T.A.

Charges for Instrumental tuition

- There is no obligation on the L.E.A. or Governors to provide individual music tuition. Music is one of the foundation subjects and is taught to all pupils. Where instrumental tuition is available the Governors have agreed on a charge of £35.00 a term.
- The school takes out an additional Service Level Agreement with the L.A. for the contracted number of hours required. This figure is divided amongst the parents who wish to take up the tuitions as an 'extra'. No profit is made and the costs are recharged to the parents on a termly basis.
- Pupils are welcome to learn **one** instrument within the school at the cost of £35.00 a term.
- Parents and guardians are asked to pay for the lessons at the start of each term. Pupils will not receive lessons without payment.
- The following instruments are offered to the pupils within certain year groups

	Year 3	Year 4	Year 5	Year 6
Strings		✓	✓	✓
Woodwind/ Brass			✓	✓
Harp			✓	✓

- 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.

After School Club

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

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:

- £15 per hour for the school hall (up until 6:00 p.m during term time)
- £15 per hour for a classroom (up until 6:00 p.m during term time)

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 accounted for as 'income'.

After School curriculum clubs

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.

Charging for Special Performances:

A small charge will be made for attendance at Christmas Productions.

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 Headteacher, staff members and the School Council. Charity donations made during the year for any selected organisation are similarly collected.

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.

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.

Breakfast Club

The school provides a "Pre-Breakfast Club" between 7.50 a.m. and 8.20 a.m. at a cost of £1.00 per child per day and 50p for every third or more children in a family. This money will be paid each Friday prior to the following week. Free Breakfast Club will commence at 8.20 a.m., the latest time for arrival for breakfast is 8.30 a.m.

Management of School Fund

- The interest earned on all monies in the School Fund will remain within the School Fund.
- All purchases of items from School Fund are refunded to the member of staff or paid to the relevant person on production of an invoice, receipt or some form of official notification of expenditure.
- The School Fund is managed and maintained by **Mrs Linda Card**, 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 Headteacher 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, **Mr Andrew Payne**, 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.