



THOMSON HOUSE SCHOOL

Thomson House School Charging and Remissions Policy

Agreed by: Finance Committee
Date: November 2023
Review Cycle: Annual
Next Review Date: October 2024

All the Thomson House School policies should be read in conjunction with the Equality Policy.

If you require a copy of this document in large print, Braille or audio format, please contact the Head of Finance & Operations

Charging and Remissions

Introduction

This policy relates to the additional items charged for by the school. The school does not charge for any items associated with the delivery of the core curriculum.

If any parent is unable to afford the charges outlined in this policy, then we would encourage them to speak to the Headteacher or Head of Finance & Operations as some financial assistance may be able to be arranged.

Books

All books and papers will be provided free of charge, except in the following circumstances:

- School book fairs, where a charge will be made for books purchased by individuals;
- Library books and reading books which are lost or damaged due to pupils' behaviour or neglect.
- Workbooks to support either home learning or SATS revision e.g. CGP workbooks

Materials and Ingredients

Some subjects, such as Cooking or Art require a great deal of consumables. Parents may be asked for a voluntary contribution for such materials required for practical subjects. A letter or email will be sent home in advance, informing parents of any voluntary charges to be levied.

School lunches

Every child at Thomson House School is expected to eat school lunches, unless there is a significant dietary reason not to. Currently the universal free school meal grant funds the cost of lunches for children in Reception to Year 2. From September 2023 to August 2024 additional school meals funding has been provided by the GLA. Year 3 to Year 6, parents will be charged on ParentPay for lunches at a cost of £1.31 per day. Parents are asked to keep their account in credit on ParentPay by regularly topping up their account.

Swimming

As part of the broad THS curriculum we offer swimming lessons from Years 2 to 6 for one term per academic year. This is paid for by the school, but parents are asked to contribute towards the transport costs.

School Sports Kits

The School provides a sports kit to all children who compete in fixtures with other schools. This is for use during the fixture and must be washed and promptly returned to the school. Parents will be charged if items are not returned or are damaged.

Fruit and Milk

Children in Reception and Key Stage 1 (Y1 & Y2) are given fruit by the Government Free Fruit scheme. Children under 5 are given free milk. Children over 5 are able to purchase milk from Cool Milk that is distributed during the school day. Milk is also provided free of charge to children who are in receipt of free school meals benefit.

Educational Visits

School Trips - These are invaluable to children's education. Legally we are unable to demand payment for trips. Voluntary contributions will be asked from parents who wish their child to participate in a trip if it incurs costs such as transport, entry fees, additional insurance costs etc. The school will try to ensure that costs are 'reasonable'.

Received Visits (e.g. drama companies/artists in residence/workshops etc.) - We may ask for a voluntary contribution to cover the cost of charges for some such visits.

Breakfast Club, After School Club and Holiday Club

Breakfast club, After School Club and Holiday Club are run by Platform Sports. Parents wishing to use this facility should contact Platform Sports and pay them directly.

Extra-Curricular Clubs

Voluntary activities run outside of lesson time will be subject to charges.

The school will publish the cost of clubs at the start of each term. Anyone who signs up for the club will be liable for the whole term's fees. Having booked a club, refunds are not available. Any child who receives free school meals or pupil premium will receive one free club place per term. The value of these free clubs is capped at £55 per term. A place may also be offered on a discretionary basis to parents on income support or who are considered by the Headteacher unable to pay. No refund will be given if the child is unable to attend due to being ill or on a school journey or visit. This is because the club provider will still be required to run the club for children in other years. Payment is required at the time of booking the club via ParentPay.

Breakages and Damages

If, as a result of a pupil's inappropriate behaviour, items of school property are broken, damaged or lost, parents will be asked to pay towards the replacement of the items. Malicious damage by one child towards another child's property will also be charged for.

Curriculum Enrichment Fund

Governors run an appeal to raise money for the provision of additional resources to enhance the core curriculum that is supported by the school budget. This is a voluntary payment and parents who would like to donate to this fund are given bank account details for them to set up a standing order. Whilst being clear there is no minimum donation, £25 per child per month allows the school to continue offer a broad curriculum and exciting learning opportunities.

Peripatetic Music Lessons

Peripatetic music lessons are chargeable to parents. Parents are required to make the payment directly to the music teacher and the school will not be involved. However, for children who receive pupil premium and demonstrate musical aptitude, then the school will consider funding the music lessons. For further information please contact the Headteacher.

School References

Where parents apply to independent schools or schools that require a reference from Thomson House, a charge of £100 will be made to the parents for the issuing of the reference. In the instance where multiple applications are made for example applying to secondary schools, the one-off fee applies as the same reference will be issued to all schools requesting one. An additional fee will be charged if references are requested in different academic years as the information will need to be updated.

If THS is required to invigilate an entrance exam for the independent sector, there will be an additional charge of £100 per child to cover staffing costs.

Financial support

Financial support is available to families where children receive the pupil premium grant; or where families are receiving income support / other benefits; or where families are experiencing short term financial hardship. Levels of financial support for activities will be discussed case by case with parents, up to a financial limit.

Friends of Thomson House School (FoTH)

FoTH run several events over the academic year and fundraise on behalf of the school. They are a registered charity and aim to be inclusive to all parents whilst supporting the school both financially and through volunteering. All charges and costs are determined by the FoTH Committee.

Lettings

Please see the Thomson House Community Lettings Policy for detailed information.

Information Request

Please see The Thomson House School Freedom of Information Policy.

This policy was ratified by the Finance Committee in November 2023.

Review date: October 2024