



THOMSON HOUSE SCHOOL

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# Thomson House School Charging and Remissions Policy

Agreed by: Governor Finance and General Purposes Committee

Date: October 2017

Review Cycle: Annual

Next Review Date: October 2018

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 School Business Manager

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 School Business Manager as some financial assistance may be able to be arranged.

### 1) 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.

### 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.

### 2) Fruit and Milk

Children in Reception and Key Stage 1 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'

### 3) Educational Visits

#### School Trips

These are invaluable to children's education. Legally we are unable to demand payment for these 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 etc.)

We may ask for a voluntary contribution to cover the cost of charges for some such visits. No pupil will be denied the opportunity to participate because their parents have not paid the voluntary contribution.

#### 4) Breakfast Club, After School Club and Holiday Club

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

#### 5) Extra-Curricular Clubs

Voluntary activities run outside 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. Up to two free places are available for children whose parents are on income support or who are considered by the Headteacher unable to pay. Any child who receives 'free school meals' or 'pupil premium' will receive up to two free club places per term.

No refund will be given if the child is unable to attend due to being 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.

Childcare vouchers can only be accepted for clubs that take place after the school day

#### 6) 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

#### 7) Lettings

Please see the Thomson House Letting Policy for detailed information

#### 8) Information Requests

Please see The Thomson House School Freedom of Information Policy

#### 9) 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. Governors have requested that parents donate £20 per child per month in order to allow the school to continue offer a broad curriculum and exciting learning opportunities.

#### 10) 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.