



THOMSON HOUSE SCHOOL

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# Thomson House School Charging and Remissions Policy

Agreed by: Finance Committee  
Date: October 2019  
Review Cycle: Annual  
Next Review Date: October 2020

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

## **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 School Business Manager 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.

### **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**

School lunches are compulsory at Thomson House School for all children, 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 Year 3 to Year 6, parents will be charged on ParentPay for lunches at a cost of £2.35 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 to Years 1 to 6 for one term per academic year. This is paid for by the Enrichment Fund, but parents are asked to fund the transport costs.

### **School Sports Kits**

The School provides a sports kits 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 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 Energykidz. Parents wishing to use this facility should contact Energykidz and pay Energykidz 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. One free place is 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 one free club place 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.

### **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.

### **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 consider donating £20 per child per month in order to allow 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 £50 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.

### **Financial support**

All families where children receive the pupil premium grant will be offered financial support in funding the activities mentioned in this policy. However, this may be up to a financial limit given the purpose of the grant is to support academic attainment. Financial support can also be offered to parents on income support or who may be experiencing short term financial hardship.

### **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 Letting Policy for detailed information

### **Information Request**

Please see The Thomson House School Freedom of Information Policy

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