



Maendy Primary School

Charging Policy

Ratified by Governors: _____ (Chair)

Date: _____

To be reviewed Autumn Term 2017

Charging Policy

Introduction

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary Contributions

When organising school trips or visits, which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, however, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents have not paid and contribution. We do not treat these children differently from any others. Sometimes the school pays additional costs in order to support the visit. The following is an example of some of the activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:

- visits to museums;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events.

Residential visits

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of travel and board and lodging.

Music tuition

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers teach individual or small group lessons. We make a charge for these lessons.

Gwent Music Support Charges

The termly charge for music lessons supplied by Gwent Music Support for this academic year will be £30.00 per term. This fee is to be paid during the first two weeks of every term. If not received during the first two weeks then lessons will be discontinued. In some cases, music tuition fees can be funded from Welsh Grant funding for Looked After Children.

If a child commences lessons part way through a term then he/she will not be charged the full amount e.g. 10 lessons per term - lessons commence week 4 - 6 weeks remaining = £18.00. However if a child decides to discontinue lessons then they will not receive a refund. Parents will be given the opportunity of paying for the three terms in September at a discounted rate of £81.00 (10% discount).

Swimming

The school organises swimming lessons for all children for a period of time during their time at Key Stage 2. The aim of the tuition is that are able to swim 25 m unaided. Pupils attend a weekly session at Fairwater Pool, Cwmbran. These take place in school time and are part of the National Curriculum. We make no charge for this activity. However, we do ask parents to make a voluntary contribution towards the cost of transporting the children to and from the swimming pool. We inform parents when these lessons are to take place, and we ask parents for their written permission for their child to take part in swimming lessons. In some cases, bus fares for pupils with LAC status may be able to have their bus fares paid from welsh Grant Funding.

Damaged Property

Parents may be charged the costs for damage to or loss of school property caused wilfully, or negligently, by their children.

Lost School Library Books

If a School Library Book is not returned a reminder will be sent to parents. If the book is still not returned to school then a further letter will be sent home requesting £5.00 to replace the lost book.

Lettings Policy

The lettings of the school premises by the community is welcomed subject to the following conditions:

- Use of the premises for school for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by these principles.
 - Lettings to bona fide community groups will be charged to cover caretaking, energy, wear and tear, administration
 - Where the school is used as a polling station the relevant authority will be charged the actual additional costs incurred by the school
 - Lettings to all other hirers will be charged at a cost plus a profit margin determined by the Governing Body i.e. £10.00 per 1 hour session.
- Income derived from lettings will be passported to Torfaen LA.
- The school premises will not be let to individuals or organisations if there is reason to believe that the name of the school will be brought into disrepute.
- Decisions whether to permit lettings will be made by the Governing Body. If the Head Teacher believes a letting should not be permitted she/he will report the reasons to the Governing Body.
- All persons hiring the school premises will be expected to conform to the relevant Health and Safety regulations and any other conditions set by the Governing Body.
- All hirers must carry sufficient Third Party Liability Insurance to satisfy Torfaen County Borough Council requirements.

The school premises will not be let for functions where a Public Entertainment License is required.

Flying Start Service

There is a rental agreement with Flying Start Service. The charge is £5,000 pa.

First Steps Playgroup/After School Club Rent

There is not cost to First Steps Playgroup and After School Club for the use of the building.

Summer Playscheme

Historically, a Summer Playscheme takes place at Maendy Primary School. The Governors support this arrangement as it is well used by the local community. Maendy has previously received a fixed amount of £400 from Cwmbran Community Council, to cover caretaker and energy costs. However Torfaen Play have taken over Summer Playschemes and reduced the hours from 5 to 2 per day and requested to reduce the £400 to £200. Governors will support this as long as Torfaen Play agree to adhere and enforce the policies and procedures already in place at Maendy Primary.

APPENDIX 1

Contracts for:

Flying Start Service

First Steps Playgroup and After School Club

Maendy Primary School

First Steps Playgroup and After School Club

Contract of Use between First Steps Playgroup and School

This contract has been agreed between First Steps Playgroup and After School Club and Mrs Jan Cresswell (hereafter known as "the headteacher") regarding the premises known as Maendy Primary School being used as a Playgroup, other services for pre school children and Wraparound Club.

Area to be used

The area to be used by First Steps Playgroup and After School Club 2 designated classrooms, kitchen, toilets attached to the classrooms (which will be cleaned by the school, under the school's cleaning arrangements), an office, and access to the soft play area, and a fenced playground.

The children will be supervised at all times when moving around the school.

Times of use

The areas stated above are let between 8.30 and 5.30 pm each day during term time. The times for the individual sessions are:

8.45am - 11.15am	Playgroup
11.30am - 3.05pm	Wraparound
3.15pm - 5.15pm	After School Club

In the event of an emergency the designated classroom will be used for late collection of children. All parents must comply with the school policy of no cars allowed on school grounds, and sign they must sign in and out at the school Reception. Children must be collected by staff at the designated gate.

Number of children

The maximum number of children able to attend First Steps Playgroup is 30 and After School Club is 16 and shall be in accordance with CSIW guidelines of:

- 1 : 4 Playgroup
- 1 : 8 Wraparound
- 1 : 8 After School

Length of Tenure

To be reviewed annually

Rent

There is not cost to First Steps Playgroup and After School Club for the use of the building.

Terms and Conditions

1. The First Steps Playgroup and After School Club must adhere at all times to the school's Safeguarding procedures.
2. The First Steps Playgroup and After School Club must adhere at all times to the recommendations of the school's Local Phase 6 Award report that:
'The pre schools and after school provision is compliant with Healthy Eating in Schools regulations 2013.'
3. All inspection reports of the Care and Social Services Inspectorate are shared with the Governing Body.

Use of Facilities

Maendy Primary School

Flying Start Service

Contract of Use between Flying start and School

This contract has been agreed between Flying Start and Mrs Jan Cresswell (hereafter known as "the headteacher") regarding the premises known as Maendy Primary School being used as a Flying Start Service.

Area to be used

The area to be used by Flying Start are 2 designated classrooms, kitchen, toilets attached to the classrooms (which will be cleaned by the school, under the school's cleaning arrangements), an office, and a fenced playground). Other rooms can be used if available by prior agreement.

The children will be supervised at all times when moving around the school.

Times of use

The areas stated above are let between 8.30 and 5.30 pm each day during term time. All children are to arrive at the earliest 9.00 and leave by 5.30pm. In the event of an emergency the designated classroom will be used for late collection of children. All parents must comply with the school policy of no cars allowed on school grounds, and sign they must sign in and out at the school Reception. Children must be collected by staff at the designated gate.

Number of children

The maximum number of children able to attend the Club is 16 and shall be in accordance with CSSIW guidelines of 1 : 4 ratio of staff to children.

Terms and Conditions

1.Flying Start must adhere at all times to the school's Safeguarding procedures.

2.Flying Start must adhere at all times to the recommendations of the school's Local Phase 6 Award report that:

'The pre schools provision is compliant with Healthy Eating in Schools regulations 2013.'

3.All inspection reports of the Care and Social Services Inspectorate are shared with the Governing Body.

Length of Tenure

To be reviewed annually

Rent

Flying start will pay £5,000 annually for the use of the building.

Use of Facilities

Flying Start will be able to use the facilities. This will include lighting, heating, maintenance, wear and tear, (any damage to the property must be reported to the head teacher or caretaker as soon as practicable).

Flying Start can use the school photocopier in the junior or infant department if they request

The caretaking arrangements for the stated areas will be the responsibility of the school caretaker.

Maendy Primary School

Behaviour, Emotional and Social Difficulty Assessment Centre

Contract of Use between Behaviour, Emotional and Social Difficulty Assessment Centre and School

This contract has been agreed between Behaviour, Emotional and Social Difficulty Assessment Centre and Mrs Jan Cresswell (hereafter known as "the headteacher") regarding the premises known as Maendy Primary School being used as a Behaviour, Emotional and Social Difficulty Assessment Centre.

Area to be used

The area to be used by Behaviour, Emotional and Social Difficulty Assessment Centre is the purpose built designated area attached to the Foundation Phase Building (which will be cleaned by the school, under the school's cleaning arrangements).

The children will be supervised at all times when accessing the school grounds and Assessment Centre.

Times of use

The areas stated above are let between 9.30 and 2.45 pm each day during term time.

Number of children

The maximum number of children able to attend the Centre is 16, with no more than 8 at any one time.

Terms and Conditions

- 1.The Centre must adhere at all times to the school's Safeguarding procedures and provide the Governing Body with its own Safeguarding and Behaviour Policies, which identifies the named Safeguarding Officer.
- 2.The Centre must adhere at all times to the recommendations of the school's Local Phase 6 Award report and is compliant with Healthy Eating in Schools regulations 2013.
- 3.Any inspection reports of the Centre are shared with the Governing Body for consideration of future lettings.

Length of Tenure

To be reviewed annually

Rent

Behaviour, Emotional and Social Difficulty Assessment Centre will pay £5,000 annually for the use of the building.

Use of Facilities

This will include lighting, heating, maintenance, wear and tear to the building, (any damage to the property must be reported to the head teacher or caretaker as soon as practicable), access to the school's IT services, and grounds maintenance. Centre staff can use the school photocopier in the junior or infant department if they request. The caretaking arrangements for the stated areas will be the responsibility of the school caretaker.

Cleaning arrangements

The Centre must be left clean and tidy after every session. The School will clean these areas as normal.

Storage facilities

The Centre will have its own designated storage facilities.

Insurance

Behaviour, Emotional and Social Difficulty Assessment Centre has undertaken the appropriate public liability, employer's liability insurance. The insurance also covers equipment, money, officials' personal clothing, children's personal clothing, and personal accident for children at the Centre and personal accident for Centre officials. Any serious accidents will be reported to the Head teacher.

Health and Safety

The Centre has its own Health and Safety policy. The Centre will be responsible for responding to the school's fire drill and will be instructed about operation of fire extinguishers, exit doors, fire alarms, light sensors and burglar alarms. The staff car park will be available for Centre Staff.

Liaison

Centre Staff will provide a report to the Governors when requested. Governors will be welcome to visit the Centre by prior arrangement. If any member of staff at school has concerns about the Centre they must approach the headteacher. The Senior Leadership Team for the Centre will liaise be informed of any issues raised.

Termination of the Agreement

This agreement may be terminated at a term's notice, if the tenant fails to comply with (1) the terms of this agreement (2) the terms of the Children's Act 1989.

Press releases

Any press releases made by the Centre should be shown to the headteacher prior to release.

Link persons

The following representatives of the school and Centre are designated as "Link persons" between the two organisations.

Jan Cresswell - School

Jackie Gwynne -PRU

Lesley Bush - Crownbridge Special School

..... School	Date
..... Centre	Date