



# Borrás Park Primary School

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## Charging and Letting Policy

Signed: \_\_\_\_\_ Chair of the Governing Body

Date agreed: \_\_\_\_\_

**EIA Completed September 2017 and reviewed annually in line with policy review**

### Accessible Formats

Other accessible formats of this document including Welsh, large print, Braille, BSL DVD, easy-read, audio and electronic formats, and other languages can be made available upon request.

To request a copy of this document in an accessible format contact  
Borrás Park Community Primary School (01978 346890).

## **Introduction**

The purpose of the policy is to set out what charges can and cannot be made for activities in Borrás Park Community Primary School. The policy has been drawn up in accordance with Sections 449-462 of the Education Act 1996 which sets out by law what charges can and cannot be made for activities in schools maintained by Local Authorities.

## **Responsibilities**

The Headteacher will ensure that staff are familiar with and correctly apply the policy. The Governors will review the policy annually.

## **Policy statement**

During the school day all activities that are a necessary part of the Curriculum for Wales will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity, with the exception of school trips in both phases and transport to swimming in Key Stage 2.

## **Optional activities**

We will charge for optional, extra activities provided outside and during the school day, for example, theatre visits. We also ask parents to make a contribution to the music lessons provided by peripatetic teachers in KS2 although this is still heavily subsidised. Such activities are not part of the school curriculum.

## **Football Coaching**

The school offers additional football coaching during school lunchtime. A qualified football coach, who is not a member of the school staff, runs and organises these sessions. There is a charge for these sessions paid directly by Parents/Carers to the football coach.

## **Snack**

Snack is provided to all children in the Foundation Phase Department every day for the cost of £10 per half term, paid online by Parents/Carers via Parentpay. This consists of a drink of milk or water and a healthy snack such as fruit or vegetables. The school milk scheme is operated on behalf of Wrexham County Borough Council which subsidises milk for pupils. The school meets any additional costs so that all Foundation Phase pupils have access to a daily drink of milk or water.

## **Breakfast Club**

A Breakfast Club operates on our site. This is a free service provided by the school and financed by Welsh Government.

There is a daily charge of £1 payable in advance to Wrexham Council via Parent Pay if families wish to use the Childcare element of breakfast club which operates during the half hour prior to the funded element. Times for the paid childcare and the free breakfast club are listed in our school prospectus and available on the school website.

### **Calculating charges**

When charges are made for any activity requiring the hire of transport for the pupils or entrance fees, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of pupils participating. There will be no levy on those who can pay to support those who can't or won't. Support for cases of hardship will come through voluntary contributions, fundraising and School Fund. Parents who would qualify for support are those who are in receipt of eligible benefits. The principles of best value will be applied when planning activities that incur costs to the school and/or charges to parents.

### **Malicious Damage**

Where it can be proved that a child or group of children have caused deliberate damage to school property or resources, a charge will be made to parents in order to replace/mend the damage that has been caused.

### **Lost School Library/Reading books**

If a school 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 reimbursement for the cost of the book.

### **Fund Raising**

All monies collected through fund raising, School Photograph and other fund raising projects are banked in a separate School Fund account held at a separate bank to the Delegated School Budget Account.

These funds are used to subsidise school trips, pay for educational visits to the school and to purchase extra resources for the school as required.

### **Voluntary Contributions**

Voluntary contributions may be sought for activities during the school day which entail additional costs, for example, visits out and visitors in. In these circumstances no pupil will be prevented from participating because his/her parents cannot or will not make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

Although schools cannot charge for school time activities, voluntary contributions may be sought from parents for activities which supplement the normal school curriculum.

Requests to parents for voluntary contributions will state that:

- pupils will not be excluded through parents' inability or unwillingness to pay;
- pupils of parents who cannot contribute will not be treated any differently;
- where there are not enough voluntary contributions to make the activity possible and there is no way to make up the shortfall, the activity will be cancelled.

Requests made for voluntary contributions made in respect of individual pupils must not include any element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

### **Pupil Development Grant**

The Welsh Government funded Pupil Development Grant is available to help towards the costs of a child's school uniform and equipment, for those on a low income.

The grant can be used to pay towards the cost of:

- School uniform
- School sports kit
- Uniform for wider activities (e.g. sports, scouts and guides)
- Equipment (e.g. school bags and stationery)
- Specialist equipment where new curriculum activities begin (e.g. design and technology)
- Equipment for out of school hours trips (e.g. waterproofs for outdoor learning)

To be eligible parents will need to be receiving certain benefits, and the child will be part of one of the following groups:

- Entering reception or year 3 of a Wrexham primary school
- Entering year 7 or 10 of a Wrexham secondary school
- Entering reception, year 3, year 7 or year 10 in a special school, special needs resource base, or pupil referral unit, in Wrexham
- All looked after children of compulsory school age who are looked after by the Local Authority are also eligible for the grant.

More information is available on <https://www.wrexham.gov.uk/service/pupil-development-grant-pdg>

### **Remissions**

#### **Residential Visits**

Attendance at any overnight visit, which usually only applies in KS2 is voluntary and charges will apply to cover the necessary costs of overnight visits and activities.

Parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging of a residential trip:

- Income Support.
- Income Based Jobseeker's Allowance.

In receipt of any other benefit or allowance, or entitled to any tax credit under the Tax Credits Act 2002 or element of such a tax credit, as may be prescribed by regulations from time to time for any period wholly or partly comprised in the time spent on the trip.

Currently the following are prescribed:

- support under Part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit, providing Working Tax Credit is not also received and the family's total income is below the HMRC's set limit (i.e. children who are eligible to receive free school meals;
- Income Related Employment and Support Allowance.

- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit.
- Guarantee element of the State Pension Credit.
- Receipt of Universal Credit.

In accordance with the Remissions Policy adopted by the Executive Board WCBC the Local Authority will -

- Where a charge has been raised for board and lodging for educational activities at supported outdoor Education & Language Centres, namely Nant B.H., Pentrellyncymer, Plas Nantyr, Urdd Millenium Centre (Cardiff), Llangrannog and Glan Llyn, then the LA will offer remission to eligible pupils, in relation to one trip per pupil per year.
- Pupils who are entitled to statutory remissions may, from time to time, be invited to represent their school or the County Borough on foreign exchange visits or take part in special field course or expeditions. In these circumstances, the LA gives such individual cases discretionary consideration.
- The funds to be made available for remissions will be finite and based on an average of one journey per year for those qualified. Schools will forward details of the entitlements to enable the appropriate reimbursements to be made. All other remission costs shall be borne by the school.

The governing body may wish to remit in full or in part, the cost of other activities for parents in certain circumstances. The School will have the responsibility for determining whether a trip is mainly in or out of school hours.

### **School Meals**

WCBC set costs for school meals and this is managed directly by the Council. Parents of children who wish to take a school meal pay in advance for this. Debts should not be accrued.

School is notified by WCBC of children who are eligible for free school meals. WCBC do not make any charge to these families.

### **After School Clubs**

We have 2 types of after school club.

The first is our Full Day Care which provides wraparound care for all of our pupils. After School Club runs from 3:00 pm until 6 pm. This is registered with CIW and runs as a separate entity to school. Various charges apply depending on the length of time required. These are listed on the school website under the Full Day Care Provision tab.

The other type of after school club held in school are activity clubs for pupils from Year 2 to year 6. The nature of these clubs varies depending on the interest of the pupils and availability of the staff. These activity clubs run for an hour after school in specifically designated half terms. There may be a charge to Parents/Carers for materials used for these clubs.

## **Lettings Policy**

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

- Use of the premises for school functions will take priority over lettings.
- The Governing Body will set charges for lettings guided by the principle that letting to bona fide community groups will be charged to cover caretaking, energy, wear and tear, administration
- 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 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.
- All hirers must carry sufficient Third Party Liability Insurance to satisfy Wrexham County Borough Council requirements.

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

## **Full Day Care**

Historically there has been Wraparound provision at Borrass Park Community Primary School. The Full Day Care service takes place on the Primary school site. The Governors support this arrangement as it is well used by the local community.

Borrass Park Community Primary School receives an income from the Wraparound provision to cover caretaker and energy costs.

Governors will support this as long as the Full Day Care staff agree to adhere and enforce the policies and procedures already in place at Borrass Park Community Primary School.

## **Borrass Park Community Primary School Full Day Care Provision**

### **Contract of Use between Full Day Care and School**

This contract has been agreed between Borrass Park Full Day Care Provision and the Headteacher regarding the premises known as Borrass Park Primary school being used as a Full Day Care facility including Playgroup, Early Education, Nursery Plus, After School Club and Holiday Club.

### **Area to be used**

The area to be used by the Full Day Care provision is in a separate 'Unit' from the main building (accessed via a secure keypad) and will not come under the school's cleaning arrangements).

Full Day Care have their own kitchen, toilets (which will be cleaned by their staff), and access to a separate 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 8.00 and 6.00 pm each day during term time.

The times for the individual sessions are:

8.00 - 9.00 Breakfast club for Full Day Care children (Early Entitlement and Playgroup)

9.00am - 3.00pm Wraparound - either morning or afternoon session

3.00pm - 6pm After School Club

In the event of an emergency the After School Club may be used for late collection of children if space is available.

All parents must comply with the school policy of no cars parking on school grounds during the time when other children are in school, and they must sign their child in and out.

Children must be collected by staff and delivered to and from the different areas.

### **Number of children**

The maximum number of children able to attend Borrass Park Full Day Care Provision is 71 in accordance with CIW guidelines of:

1 : 4 Playgroup

1 : 8 Wraparound

1 : 8 After School Club

### **Length of Tenure**

To be reviewed annually

### **Rent**

There will be a cost to Borrass Park Full Day Care Provision including Playgroup, Nursery Plus, After School Club and Holiday Club for the use of the building.

### **Use of Facilities**

Borrass Park Full Day Care Provision will be able to use the facilities provided by the school for an agreed charge. 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).

Borrass Park Full Day Care can use the school photocopier in either building if they request. The caretaking arrangements for the stated areas will be the responsibility of the school caretaker.

### **Cleaning arrangements**

Areas to be used by Borrass Park Full Day Care Provision will be left clean and tidy after every session. The School will not be responsible for cleaning these areas.

### **Storage facilities**

Borrass Park Full Day Care provision have their own storage facilities both indoors and an outside storage shed.

**Insurance**

Borras Park Full Day Care has undertaken the appropriate public liability, employer's liability insurance with a company specialising in insuring Playgroups and Out of School Clubs. Any serious accidents will be reported to the Head teacher.

**Health and Safety**

Borras Park Full Day Care provision has its own Health and Safety policy. The Headteacher at Borras Park Primary is responsible for organising fire drills for the Full Day Care Provision and Full Day Care provision staff have been (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 Borras Park Full Day Care staff to use.

**Liaison**

The Responsible Individual for the Full Day Care Provision will provide a report to the School Governors when requested, providing there is sufficient notice given. Governors will be welcome to visit Borras Park Full Day Care at any time, although notice of at least 24 hours of the intention to visit must be given to one of the registered persons. If any member of staff at school has concerns about Borras Park Full Day Care they must approach the Headteacher. The Head teacher will liaise with the Responsible Individual and Persons in Charge and must resolve any issues raised.

**Termination of the Agreement**

This agreement may be terminated at a half 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 Borras Park Full Day Care should be shown to the Headteacher prior to release.

**Link persons**

The following representatives of the school and Borras Park Full Day Care are designated as "Link persons" between the two organisations.

Mr. R Nicholson - Headteacher School and Mrs J Jones - Deputy Headteacher School  
Mrs S Griffiths - Borras Park Full Day Care Manager Mrs H Thomas - Deputy

..... School Date .....

..... Full Day Care Date .....



## Equality Impact Assessment

<b>Responsible Officer (Head Teacher)</b>	Rob Nicholson
<b>Assessment Owner</b>	Jenny Jones
<b>e-mail address</b>	mailbox@borraspark-pri.wrexham.sch.uk
<b>Full job title</b>	Deputy Headteacher
<b>Title of Policy</b>	Charging and Letting Policy
<b>Rationale:</b> Why is it being considered? What need is being addressed?	<b>Annual Policy update/ Statutory requirement</b> <b>Policy update</b>
<b>Aim:</b> What is the intended outcome of the policy?	To provide clear guidance with regard to procedures for charging stakeholders and community members and letting the premises
<b>How:</b> How will it be delivered, by whom and by when?	Delegated authority will be given to the Headteacher from the GB
<b>Who:</b> Who are the people likely to be affected by this policy? How have you consulted with the people who are likely to be affected?	Pupils, parents and carers and community members/service users Discussed at Governors, Trustee Meeting and with Full Daycare provision Manager.
<b>Measures:</b> How will you know you have achieved your aims? What are your measures / indicators of success?	Policy will be implemented. Revenue generated and all stakeholders aware of costs. Audit of resources, profit and loss measures.
<b>Identify any other policy or decision [internal or external] that may affect your proposal. Consider this in terms of:</b>  <ul style="list-style-type: none"> <li>• Statutory requirements; local policies e.g.</li> <li>• Regional decisions e.g. those made by cross county partnerships for your schools; and / or</li> </ul>	<b>This is a statutory policy which has to be reviewed annually and shared with all stakeholders .</b>

• National policies e.g. Welfare Reforms

	Carers	Age CYP	Age Adults	Disability	Gender / Sex	Pregnancy and Maternity	Race/ Ethnicity	Religion or Belief	Sexual Orientation	Marriage and Civil Partnership	Gender Reassignment	Poverty	Welsh language / culture
<b>Q1</b> Would this proposal significantly affect how functions are delivered to any of these groups?												-	
<b>Q2</b> Would this discriminate against any of these groups?												-	
<b>Q3</b> Would this proposal advance the equality of opportunity for these groups?													
<b>Q4</b> Would this promote good relations													

between these groups and the wider community?													
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Where you have identified a positive impact (+) in the Screening Tool, please outline this briefly using bullet points:

<ul style="list-style-type: none"> <li>•</li> </ul>
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If your proposal will not have any impact on 'people' please outline why this is the case below:

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**PLEASE NOTE:**

It is very rare that a project or proposal will not impact on people (you should also consider staff as well as client users/customers)

If your policy or change is as a result from a UK or Welsh Government directive, then you should impact assess the impact of this policy or change locally.

If you have indicated a possible negative effect on any Protected Characteristic within the screening tool, please complete the relevant sections of the Matrix below that correspond to that possible negative effect. You will need to consider:

- **What is the likely scale of the impact and how this can be reduced?**
- **Potential impact is low and can be reduced further through effective communication with stakeholders. Arrangements can be put into place to support those with protected characteristics who may be impacted.**

- Who are the people that are likely to be affected by this proposal, could they experience multiple disadvantage e.g. if they are young and have a disability.
- Yes see below

## EIA: Are we being fair?

Please complete the <u>relevant</u> sections of the Matrix below that correspond to any '-' symbols you have recorded in the screening tool	List what information you have used to identify these issues e.g. consultation, stakeholder involvement, reports, data ...	Based on the information you have gathered give a summary of key issues that have been identified.	How will you mitigate these issues to improve the service?	Who is officer responsible for delivering the mitigation?	Which other partners will you work with to achieve this? (Governors, PTA etc.)	By when
Poverty	Participation data figures	Pupils not able to participate due to lack of funds. Children in need of pre-school experiences unable to afford fees	Bursaries, payment schemes, lotteries and grants, funded places, fund raising, pupil deprivation grant. All cases of financial difficulty will be considered on an individual basis.	Headteacher/ Deputy	Social services, PTA, Charities	On going

# Evidence Documents

Please list any documents that you have used in the EIA process as evidence, such as consultation reports; service user data; CENSUS or ONS statistics; etc. by title and where it is held should it be required in the event of a challenge.

Registers Service uptake
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## LINKED EIAs

Please list any other EIAs that may be linked to this one, such as operational EIAs if this is a strategic EIA.

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# Follow Up

Please respond to the following questions within **12 months** of implementation of the policy:

- a) Was any mitigation applied or was the proposal delivered as originally planned prior to the Equality Impact Assessment?  
No mitigation applied. All objectives met
  
- b) Were the intended outcomes of the proposal achieved or were there other results?  
Achieved
  
- c) Were the impacts confined to the people you initially thought would be affected, or were other people affected? How?  
Applies to Poverty and Disability