

BURLINGTON INFANT AND NURSERY SCHOOL

POLICY TITLE: Charging and Remissions Policy

Person with Responsibility: Clare Burton – School Bursar

Documents consulted: Charging for school activities Guidance by DfE published 13 November 2008 and last updated 22 October 2014.

Policy History:				
Issue No.	Date	Author	Summary of Changes	Next Review Date
1	Nov 2015	KVT	New Policy	November 2016
2	March 2017	WF	Nursery additions	March 2018
3	Oct 2018	SYW/CB		Autumn 2021

Approved by Governors at a meeting on:

Please refer to signed minutes of this meeting

Introduction

The school and Governing body recognise the valuable contribution that a range of additional activities can make towards a child's development and as such we aim to provide such activities as part of a broad and balanced curriculum for the children.

Any charges made by the school must meet the requirements of the Education reform Act 1996. In summary this requires that no child should have access to the curriculum limited by charges.

Aims of this policy

- To set out the circumstances under which the school will make a charge or request a voluntary contribution.
- To clarify how charges will be determined, so that parents and guardians understand why such requests are sometimes made.

The school **will not** charge for the following:

- Admission to the school,
- Education that takes place during school hours including any associated materials, books or other equipment.
- Musical and vocal tuition if it forms part of the curriculum or a prescribed syllabus
- Activities or trips taking place wholly or mainly during school hours (but see section below on voluntary contributions)

Day trips/class outings during school hours

Voluntary donations are requested for all day trips and school outings. Parents and Guardians are not obliged to make the voluntary contribution and the children of those that do not contribute will not be treated any differently.

Pupils eligible for Free School Meals, will be supported by the school's Pupil Premium Grant.

If the income for the activity does not meet the overall cost, the activity may be cancelled, if it cannot be funded by the school.

Clubs/activities outside of normal school hours

Parents/Guardians are required to meet the full cost of the activity.

Pupils eligible for FSM, Ever 6 and pupils which the school feel would benefit from attendance at such activities may be supported by the school's Pupil Premium Grant up to a maximum of one after school club per week.

Nursery fees and lunches

The school offers a nursery Lunch Club which allows children to stay in the nursery for an additional hour and includes a cooked meal. The cost of this service is expected to be paid for in full by Parents/Guardians. A reduced rate is offered for children who are eligible for the EYPP.

The school offers extended places in the nursery which allows children to stay all day (additional 4 hours including a cooked meal through the nursery Lunch Club). The cost of this extended service is to be met in full by parents/guardians.

Both of the above are in addition to the “universal” entitlement of 15 hours per week that all children in the nursery currently receive.

Individual Music Tuition

These activities are arranged between the parent and Kingston Music Service.

Lost/damaged school equipment/books

Parents may be required to replace equipment or books which are lost or damaged eg a £5 charge is levied for lost or damaged library books.

Materials & guest visitors/speakers for practical subjects

Parents may be asked to provide materials or make a voluntary contribution towards the cost of materials and guest visitors/speakers for practical subjects or special themed weeks. No pupil will be disadvantaged if parents/guardians do not make the voluntary contribution.

General

The Headteacher and Governing Body can use discretion to waive or reduce charges as appropriate on a case-by-case basis.

The Headteacher & Governing body reserve the right to make adjustments to this policy and make necessary changes on an annual basis via the resources committee.