

# BURLINGTON INFANT AND NURSERY SCHOOL

## **POLICY TITLE: Charging and Remissions Policy**

**Person with Responsibility:** Clare Burton – School Business Manager

**Documents consulted:** Charging for school activities Guidance by DfE published 13 November 2008 and last updated 15 May 2018.

### **Policy History:**

<b>Issue No.</b>	<b>Date</b>	<b>Author</b>	<b>Summary of Changes</b>	<b>Next Review Date</b>
1	Nov 2015	KVT	New Policy	November 2016
2	March 2017	WF	Nursery additions	March 2018
3	Oct 2018	SYW/CB	None	Autumn 2021
4	Feb 2021	CB	None	Spring 2022
5	Jan 2022	CB	Change to PPG club	Spring 2023
6	Jan 2023	CB	Amendment to wording re HT discretion	Spring 2024

**Approved by Governors at a meeting on:**

**Please refer to signed minutes of this meeting**

### **Equality Statement**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for our stakeholders with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations in our community.

## **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 donation for trips/activities.
- 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. Late collection fines may be issued if children are collected late from school, after school activity or childcare club. Details of these are within the respective Attendance policy / Acorns Parent handbook.

Teacher led clubs are free of charge to all children. Pupils eligible for FSM are also offered free lunchtime clubs.

## **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 may use discretion to waive or reduce charges for example if families are experiencing financial hardship. This would be 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.