

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:

Issue No.	Date	Author	Summary of Changes	Next Review Date
8	Jan 2025	CB	Charge for lunchtime clubs	Spring 2026
9	Jan 2026	CB/SYW	None	Spring 2027

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.

1. Statement of Intent

The school and Governing Board aim to provide a broad and balanced curriculum through a range of additional activities. In accordance with the Education Reform Act 1996, no child's access to the curriculum will be limited by their ability to pay.

2. Activities with No Charge

The school will not charge for:

- Admissions applications.
- Education provided during school hours, including materials, books, or equipment.
- Music tuition during music lessons if it is a required part of the national curriculum or a prescribed syllabus.
- Day trips or class outings taking place mainly during school hours (though voluntary contributions may be sought).

3. Voluntary Contributions

- The school may request voluntary contributions for day trips, guest speakers, workshops or practical subject materials.
- No pupil will be treated differently or disadvantaged if their parents or guardians do not contribute.
- Cancellation: If the total income for a specific activity does not cover the costs, the school reserves the right to cancel the activity.

4. Activities Where Charges Apply (Optional Extras)

Parents/guardians are required to meet the full cost of:

- Extended Nursery Care: Fees for the "extended" 15 hours (This is a total of 30 funded hours for eligible parents). At Burlington, an additional 5 hours can be paid for lunch club to extend the nursery hours to 35 hours per week.
- Extra Curricular Clubs: Activities or childcare clubs (such as Acorns) running outside of normal class time.
- Music Tuition: Individual or group music tuition arranged through the Kingston Music Service (contracts are between the parent and the service).
- Late Collection: Fines may be issued for the late collection of children from school-based clubs or childcare, as detailed in the Attendance Policy and Acorns Parent Handbook.

5. Remissions and Financial Support

- Pupil Premium: For pupils eligible for Free School Meals (FSM), costs for trips or lunchtime clubs may be supported via the Pupil Premium Grant.
- Hardship Waivers: The Headteacher and Governing Board may, at their discretion, waive or reduce charges for families experiencing financial hardship on a case-by-case basis.
- Early Years: A reduced rate for the Nursery Lunch Club is offered to children eligible for the Early Years Pupil Premium (EYPP).

6. Damaged or Lost Items

Parents may be required to pay for or replace school equipment or books that are lost or damaged due to a pupil's behaviour. For example, a standard £5 charge is levied for lost or damaged library books.

7. Governance and Data Security

- The school uses a payment platform that fully complies with financial regulations.
- Transparency: Any personal data collected for financial processing or FSM eligibility is managed in line with the school's Privacy Notices and the UK GDPR.
- Review: This policy is reviewed annually by the Resources Committee of the Governing Board to ensure it remains in line with DfE financial procedures.