Burman Infant School

Charging and Remissions Policy

Spring 2025

BURMAN INFANT SCHOOL
CHARGING AND REMISSIONS POLICY

Introduction
This policy has consideration for, and is compliant with the SMBC guidance on Charging for School Activities and the DfE 'Charging for School Activities' May 2018.

Charging for Education
All statutory education during school hours is free and no charges are made for:

- Admission applications.
- Education provided outside school hours if it is part of the national curriculum.
- Instrumental or vocal tuition, unless provided at the request of the pupil's parents.

We may charge parents for the following:

- Equipment, books or instruments, where they wish their child to own them
- Optional extras
- Music tuition (outside of curriculum music)
- Certain early years provisions – see Little Owls

Optional Extras
We may charge parents for the following optional extras:

- Education provided outside of school time that is not part of the national curriculum
- Transport, other than that arranged by the LA for the pupil to be provided with education
- Board and lodging for a pupil on a residential visit. Children whose parents are in receipt of support payments may be entitled to a remission of these charges.
- Extended day services (e.g. Fun Club & Music) offered to pupils

When calculating the cost of optional extras, the school will only take into account the cost, or an appropriate proportion of the cost, of the following:

- Materials, books, instruments or equipment provided in relation to the optional extra
- Employment of non-teaching staff
- Teaching staff (including TAs) under contracts for services purely to provide an optional extra

The school will not charge in excess of the actual cost of providing the optional extra divided by the number of participating pupils.

The school will not charge for supply teachers to cover for teachers who are absent from school accompanying pupils on a residential visit.

Participation in any optional activity will be on the basis of parental choice and a willingness to meet the charges. Therefore, parental agreement is a prerequisite for the provision of an optional extra.

Damaged or lost items

The school may charge parents for the cost of replacing items broken, damaged or lost by their child.

Burman Little Owls

Little Owls Nursery operates from 12.00pm to 3.30pm daily. This is free of charge from 12.00pm to 3.00pm to all parents that are entitled to, and have registered for, 30 hours funding. Those parents who are not eligible for funding may choose to pay for the afternoon session.

All Parents/Carers are charged for sessions taken in our Little Owls Nursery from 3.00pm to 3.30pm as this is above the 30 hours funding.

Refunds are not available if sessions are no longer required within a booking period and are to be paid monthly.

Payment is required and no refunds are given for absences due to sickness and/or holidays during a booking period.

A charge may be made for late collections of children.

Little Owls Charges are reviewed annually and are clearly stated on booking forms.

Outside Organisations

Where activities are not part of the normal school curriculum and are offered before and after school and during lunchtimes and are run by private providers such as sports and dance coaches, the provider makes a charge to parents who elect to make use of this service for their children.

Requests will be considered to distribute information regarding opportunities for pupil activities outside of school hours. A donation of £10 is requested to cover administration costs.

Voluntary Contributions

The school may ask for voluntary contributions towards the benefit of the school or school activities e.g.

- Visits to Museums/Places of Interest
- Sporting Activities
- Outdoor Adventure activities
- Visitors to School
- School Trips

If an activity cannot be funded without voluntary contributions, the school will make this clear to parents at the outset.

No pupil will be excluded from an activity simply because their parents are unwilling or unable to pay. If a parent is unwilling or unable to pay, their child will still be given an equal opportunity to take part in the activity.

Parents in financial difficulty can request assistance to send their children on visits and activities, but funding is very limited and there is no guarantee that all requests can be met.
Such assistance will be allocated on a needs basis.

If insufficient voluntary contributions are raised to fund an activity, and the school cannot fund it via another source, the activity will be cancelled.

Policy Adopted by Board of Governors 10/02/2025

Signed …R Horton……Chair of Governors

Date ……. 10/02/2025

Policy to be next reviewed Spring 2026