



BURBAGE C of E INFANT SCHOOL

Charging and Remissions Policy

Version	2
Sources	Local Authority
Governors oversight committee	Resources Committee
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Policy owner	Peter Tilbury – Business Manager
Linked policies	•
Signed – Chair of Committee	
Signed – Executive Headteacher Zoe Driver	

Document History:

Version	Date of Review	Reviewed by:	Revisions made:
2	07/10/2024	PTi	<ul style="list-style-type: none">• Headteacher replaced with Executive Headteacher throughout the policy• A charge may be made for some activities that take place outside school hours. The Executive Headteacher will decide which activities incur a charge. The level of charge and any remissions will be set by the Headteacher and the Finance Committee. <p>Changed to</p> <ul style="list-style-type: none">• A charge may be made for some activities that take place outside school hours. The Executive Headteacher will decide which activities incur a charge. The level of charge and any remissions will be set by the Office Manager and authorised by the Business Manager and Executive Headteacher.

			<ul style="list-style-type: none">• Items added under the heading; The following costs may be legally recovered by the school: Insurance When a trip is ran as a voluntary contribution, the School Office Manager will estimate the cost of the trip by including contingency (approximately a quarter of the transport cost, not exceeding £4.50), the cost of the staff /volunteer's accompanying the trip (including meals and a pre visit if required), and cover for lessons (£150 per day).• In all other cases a charge will be made for instrumental tuition requested by parents and delivered by specialists within school time. Charges will be determined by the Executive Headteacher and may depend upon size of group, length of lesson, and type of instrument.
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1. Introduction

We want all our pupils to have an equal opportunity to benefit from school activities, both on and off site, within and outside the curriculum, regardless of their families' financial means. This policy sets out our school approach to charging and remissions and is informed by statutory regulations and best practice guidance. The policy aims to inform parents of our systems and procedures in a transparent manner, to enable them to access the opportunities available for their children.

2. Admissions

No charge will be made for admission.

3. School meals

All children under 7 years of age are eligible for free school meals.

4. School milk

Milk is no longer available for free for children entitled to free school meals.

Milk is ordered and paid for through www.coolmilk.co.uk.

Children can receive milk for free until their fifth birthday, but this should still be ordered by parents through www.coolmilk.co.uk.

5. Activities during school hours

No charge will be made for activities provided during the school day (not including the midday break), with the exception of music tuition.

A charge will be made to cover the cost of ingredients or materials where we are sending home the end product.

6. Non-residential activities (outside the school day)

No charge will be made for an activity that takes place outside the school day when it is:

- A necessary part of the curriculum;
- Part of the school's basic religious education curriculum.

A charge may be made for some activities that take place outside school hours. The Executive Headteacher will decide which activities incur a charge. The level of charge and any remissions will be set by the Office Manager and authorised by the Business Manager and Executive Headteacher.

Where we make a charge, the total collected will not exceed the cost to the school of providing that activity and no parent will be charged more than the proportion of cost incurred by their child.

The following costs may be legally recovered by the school:

- Teaching staff engaged for services purely to provide optional extra activities. This includes supply teachers engaged specifically to provide the activity;
- Insurance
- Non-teaching staff;
- Materials, books, instruments, or equipment associated with the optional extra activity;
- Transport to an activity outside school hours.

When a trip is ran as a voluntary contribution, the School Office Manager will estimate the cost of the trip by including contingency (approximately a quarter of the transport cost, not exceeding £4.50), the cost of the staff /volunteer's accompanying the trip (including meals and a pre visit if required), and cover for lessons (£150 per day).

7. Activities that take place partly during school hours, on or off site (non-residential)

Where the majority of time spent on a non-residential activity is within school hours, we must treat the activity as if it is fully within the school day, and apply the same criteria to charging as set out in (5) above.

If the majority of the time spent on a non-residential activity is outside school hours, we must treat the activity as if it happens fully outside school hours and will apply the same criteria to charging as set out in (6) above.

8. Residential

Residential are classified as being within school hours if the number of school sessions missed is at least 50% of the number of half days spent on the trip.

Board and lodging - we will charge pupils an amount up to the full cost of board and lodging on residential whether it is classified as taking place within or outside school hours EXCEPT where pupils are legally entitled to remission. In such cases no charge will be made for board and lodging –see (11) below.

Travel - if the residential is classified as being within school hours, no charge will be made for travel costs although a voluntary contribution may be sought. Where a residential is classified as being outside school hours, a charge will be made for travel to cover the unit cost per pupil other than those entitled to remissions (but no paying pupil will be required to subsidise the cost of non-paying pupils).

Activities on the residential - if the residential is classified as being within the school hours no charge will be made for activities provided. However, a voluntary contribution may be requested. If the residential is classified as being outside school hours, a charge can be made.

9. Music tuition

No charge will be made if the music tuition is an essential part of the national curriculum.

No charge will be made for tuition or equipment for a Child in Care.

In all other cases a charge will be made for instrumental tuition requested by parents and delivered by specialists within school time. Charges will be determined by the Executive Headteacher and may depend upon size of group, length of lesson, and type of instrument.

Where we make a charge for the above, we will remit charges for children in receipt of Pupil Premium.

10. Damage to property and breakages

We may seek to recover some or all of the costs incurred due to the wilful damage or breakage of school property. This will be determined by the Executive Headteacher.

We may seek to recover some or all of the costs incurred due to the wilful damage or breakage of property belonging to a third party where the school has been charged. This will be determined by the Executive Headteacher.

11. Remissions and concessions

As well as following statutory requirements for remissions, we will also allow parents of children entitled to Free School Meals, Children in Care, and other vulnerable children at the discretion of the Executive Headteacher to apply for a wider range of remissions and concessions for activities.

This will be funded through a portion of our Pupil Premium Grant, as determined by the Governors' Resources Committee. If children fall into this category, parents will be made aware by the school.

The school may choose to subsidise either partly or fully a wider range of activities and opportunities for all children. The circumstances in which concessions are applied will be reviewed regularly.

12. Voluntary contributions

In certain circumstances the school will invite parents to make a voluntary contribution towards activities that are exempt from charging. Where we do ask for voluntary contributions, we will make it clear that children of parents who choose not to contribute will not be treated differently from those who do. No pupil will be excluded from the activity if their parents do not contribute. If an activity cannot go ahead without sufficient voluntary contributions, this will be explained to parents when the contribution is requested. If the activity is cancelled because of insufficient funds, all monies received will be returned to the parents.

13. Reducing financial expectations on parents

The school will be mindful when organising activities that require charges or contributions of the financial implications to parents. Consideration will be given to value for money, and timing of activities.