

BURTON MANOR PRIMARY SCHOOL



CHARGING AND REMISSIONS POLICY

Approved: Autumn 2017

Review: Autumn 2019

Statement

We aim to provide a broad, balanced curriculum for all pupils within our care. However, it is recognised that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole, or part, from parents. Without that financial support, the school would find it impossible to maintain the quality and breadth of educational experiences provided for the pupils.

1. Day, Part Day Educational Visits and Educational Visitors

For visits occurring during school time the Headteacher will invite a voluntary contribution from parents to meet part of the cost of the visit. Every effort will be made to keep these costs reasonable. However, where voluntary contributions are insufficient to cover the costs involved, the visit or activity may be cancelled. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

2. Residential Visits Outside School Time

Parents will be charged for the full cost of the visit. Charges may be waived or reduced for children whose parents make an application to the Headteacher.

3. Instrumental Music Tuition

Pupils learning to play a musical instrument and who receive tuition from a peripatetic instrumental teacher are required to pay a percentage towards the costs, and this figure is reviewed annually. There is also a small hire charge for the instrument, but the county also offers a "try before you buy" scheme and a VAT-saving purchase scheme to assist young players.

4. Classroom Materials

No charge is made for materials and equipment. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

5. Lettings

Lettings for hall and or other parts of the school must be approved by the Headteacher. Charges are reviewed annually.

Hall Lettings: As per the Charges and Lettings policy

Nursery Lettings: Amount determined by the budget carry forward.

Care Club Lettings: Amount determined by the budget carry forward.

6. Mini-bus hire

Hire of the mini-bus must be approved by the Headteacher.
£30.00 per day Charges are reviewed annually.

7. Ducklings – additional sessions

Charges:

Lunchtime session: £3.50

School meal: £2.15

Additional session: £12.00

Any additional sessions above the five per week currently government funded must be paid in full in advance. Charges are reviewed annually. **There is no remission of charges to this facility.**

8. Nursery – additional sessions

Charges:

Lunchtime session: £3.50

School meal: £2.10

Additional session: £13.00

Any additional sessions above the five per week currently government funded must be paid in full in advance. Charges are reviewed annually. **There is no remission of charges to this facility.**

9. Before and After School Care Club

Charges:

Breakfast club session: £4.00

Adhoc/late session: £5.00

After School club session: £8.00

Adhoc/late session: £10.00

AM/PM session: £12.00

Adhoc/late AM/PM session £15

All sessions must be paid in full in advance. Charges are reviewed annually. **There is no remission of charges to this facility.**

10. Remissions

The school has adopted the Staffordshire County Council policy on charges and remissions under which children whose parents are in receipt of income support will not be excluded from activities on grounds of financial hardship.

A copy of the policies adopted by the Education Committee governing charges and remissions is available for inspection at the school, upon request.

Burton Manor Primary School recognises the importance of the Disability & Discrimination Act and will take every opportunity to ensure it is implemented for the benefit of all students, staff, parents and visitors.

11. Administration Charge

An Administration fee of £25.00 may be applied to outstanding debts unpaid after 28 days.