



Burradon Community Primary School

Charging and Remissions Policy



September 2025

Miss Hunter

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Introduction

The staff and Governors of Burradon Community Primary School believe that all our pupils should have equal opportunity to benefit from school activities and visits (curricular and extra curricular). The 1996 Education Act (Sections 449-462) requires all schools to have a policy on charging for school activities which is reviewed annually.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum. However, we do request voluntary contributions and this is especially important to cover the cost of swimming transport and other activities / trips.

Voluntary Contributions

When organising school trips, visits and/or activities, which enrich the curriculum and educational experience of the children, the school invites parents / carers to contribute to the cost of the trips / activities. All contributions are **voluntary**. If we do not receive sufficient voluntary contributions, we may cancel a trip / activities because it is not financially viable due to insufficient contributions. If a trip / activity goes ahead, it may include children whose parents / carers have not paid any contribution. We do not treat these children differently from any others.

If a parent / carer wishes their child to take part in a school trip or event, but is unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. For most trips / activities, the school pays additional costs in order to support the visit. Parents / carers have a right to know how each trip is funded. The school provides this information on request.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents / carers. These activities are known as 'optional extras'. This list is not exhaustive:

- school trips
- visits to museums, galleries, theatres
- sporting activities
- musical events
- outdoor adventure activities
- Materials, books, instruments or equipment, where they desire their child to own them.

It is the Governors' policy to charge for such activities organised by the school.

Residential visits

If the school organises a residential visit, for example High Borrans, we do make a charge to cover the cost of board, lodging, travel expenses and activities. Parents / carers will be given the option of a payment plan to spread the costs of the residential visit. If parents / carers are experiencing financial difficulty they are invited to speak in confidence to the Headteacher.

Music Tuition

Music tuition is the only exception to the rule that all education provided during school hours must be free. The Charges for Music Tuition (England) Regulations 2007 allow for charges to be made for vocal or instrumental tuition provided either individually or to groups of any size – providing that the tuition is at the request of the pupil's parents.

All children study music as part of the normal school curriculum. We do not charge for this. Where activities are funded by the Local Authority, these are also without charge.

Where individual or group music tuition is in place there is a charge, if this is not part of the National Curriculum and is requested by a parent. This is in order to cover the costs of the peripatetic music teacher and will not exceed the cost of the provision.

Swimming

The school organises swimming lessons for children in KS2 according to our P.E provision matrix. These take place in school time and are part of the National Curriculum. We inform parents / carers when these lessons are to take place, and we ask parents / carers for their written permission for their child to take part in swimming lessons.

If we use Paddlepods for any Lower Key Stage 2 swimming, pupils can walk from our school to this swimming facility so there is no charge.

If we use The Lakeside for any Key Stage 2 swimming, we ask for a voluntary contribution to cover the cost of transport to and from the Lakeside pool.

Activities Outside School Hours

The school provides other activities outside school hours, such as after school clubs. These clubs, run on a short term basis, are run by outside providers, qualified coaches and school staff. We make a small charge for these clubs to cover the costs of coaching and materials used. Parents / carers will be advised of the costs accordingly.

Breakfast Club

The school provides a Breakfast Club from 7:30am – 8am which is currently £1.50 per session. Sessions are booked and must be paid in advance via our School Comms facility. Refunds for breakfast club will not be given due to staffing being specifically linked to booked numbers. From 8am, our breakfast club is funded by Greggs and is currently free.

Out of School Club (OOSC)

The school provides an OOSC, Burradon Fun Club, from 3:15pm – 5:30pm. Sessions are booked and must be paid in advance via our School Comms facility. Refunds for OOSC will not be given due to staffing being specifically linked to booked numbers. Parents / carers will be advised of the costs accordingly.

Materials and Textbooks

Textbooks are provided free of charge, but in some subjects, additional revision guides may be available, for which a charge is made.

The cost of ingredients, materials and equipment etc needed for practical subjects such as D&T, cooking is budgeted for and borne by the school. However, the school may charge for or require the supply of ingredients and materials if the product is to be owned and taken home by the child afterwards. The school will inform parents / carers prior to the activity, giving them the choice to pay for the materials or purchase their own materials for the activity.

Other Charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services.

Lettings

The school will make its facilities available to outside users at a charge in accordance with our Lettings Policy and Procedures. The lettings fees charged will, at a minimum, reflect any expenses incurred for running and staffing costs.

(Ref: Lettings Policy and Procedures)

Damages / Loss to school property

The Governors reserve the right to ask parents / carers to pay for the cost of replacing any item which is broken, damaged or lost. The school will charge for equipment loaned to families which is broken, damaged or lost whilst in their possession.

This will include, but is not restricted, to items such as:

- defaced, damaged or lost text books
- replacement reading or homework diaries
- any item damaged as a result of unsatisfactory pupil behaviour
- broken windows

Special Educational Needs and Disabilities (SEND)

The Governing Body confirms that no pupil with special needs and/or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Refunds for school trips and swimming

In the event that the school has to cancel a trip or swimming due to foreseen circumstances, parental contributions will be refunded.

In the event that a school trip or swimming is cancelled due to unforeseen circumstances, it is at the Headteacher's discretion as to whether a refund is given to parents / carers. The Headteacher will consult with the Chair of Governors and/or the relevant governing body committee on the matter, taking into account the cost to the school, including alternative provision cost.

In the event that parents / carers cancel their child's place on a trip or swimming such as due to illness or term time holidays, it is at the Headteacher's discretion as to what happens with the parental contributions for the trip or swimming. Such requests for refunds will be considered on an individual basis. The Headteacher will consult with the Chair of Governors and/or the relevant governing body committee on the matter, taking into account the cost to the school and if the school is able to recoup the costs incurred.

The school reserves the right not to refund costs where a pupil is withdrawn from an activity by the school because of a pupil's breach of the school's behaviour policy.

If a parent / carers wishes to make a complaint about refunds, they can do so via the Complaints Procedures Policy.

Remissions Policy

The Headteacher, Finance Committee or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher, Finance Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

Review

This policy is reviewed on an annual basis by the Full Governing Body.

- To be reviewed: September 2026