



Charging and Remissions Policy

Written By	Senior Staff	
Frequency of Review	Annually	
Date reviewed and approved by Governing Body	Spring 2025	
Date of next review	Spring 2026	
Display on Website	✓	
Purpose	The School has clear policy for parents as to what we charge for activities.	
Consultation	Governors	✓
	Parents	x
	Pupils	x
	Staff	✓
Links with other policies	None	

BURLINGTON JUNIOR SCHOOL
CHARGING AND REMISSIONS POLICY

1. Introduction

This Charging Policy has been approved in accordance with S457 of the Education Act, 1996 which establishes the principle that there should be no requirement to charge for any form of education or related activity which takes place in school time. The only exception is individual musical tuition which is not part of the syllabus or part of the National Curriculum. In order to comply with the requirements of the Act the following policy will apply to charging for school activities.

The Governing Body of the School has a statutory responsibility for determining the content of the policy and the Head Teacher for implementation. The charging policy has to be agreed by the full Governing Body. The statutory requirements only apply to charges made by a Governing Body. They do not apply to charges to pupils or their parents/carers made by other persons, for example coach companies.

The Governing Body delegate authority to the Headteacher to consider any determinations with respect to individual parents.

The aim of this policy is to set out what charges will be levied for activities, what remissions will be implemented and the circumstances under which voluntary contributions will be requested from parents. The Headteacher may remit in full or part, charges in respect of a pupil or particular activity, if they feel it is reasonable in the circumstances.

2. Education during School Hours

For activities which take place within school hours, away from school premises, and which are deemed to be a necessary part of the curriculum, parents will be asked to make a voluntary contribution to cover the costs [normal staffing costs are borne by the school] for their child. This is, for example, associated travel costs and any admission charges. Contributions will usually be invited through individual letters or emails to parents as each planned activity or visit arises. The letters will state the relationship, if any, of a trip to the school syllabuses and the National Curriculum.

Parents not wishing or unable to make a voluntary contribution in whole or part, but wishing the child to be included in the activity should inform the Headteacher as soon as possible.

Parents may be asked to provide or contribute on a voluntary basis towards the cost of activities taking place within school hours and on the school premises such as cooking ingredients, materials or equipment for practical subjects such art and the use of clay. Parents wishing their children to participate in activities that take place within school hours, either on, or off the premises, but not deemed to be a necessary part of the curriculum such as music tuition provided through the Kingston Music Service will be required to meet the full cost levied for these services.

The co-operation of all parents is requested in making voluntary contributions when requested. If insufficient contributions are forthcoming then it may be necessary to cancel the activity. When any activity for which voluntary contributions have been requested takes place then no child will be excluded because a voluntary contribution has not been made.

3. Residential Activities

If pupils take part in a residential experience, then a charge will be made for board and lodging, travel and other occasional costs deemed appropriate for the trip.

4. Activities Outside School Hours

Activities provided for registered pupils outside school hours are optional extras. This refers specifically to all after-school clubs where a cost is involved. A charge may be made for such extras and parents will be notified as to the charge being proposed before the activity takes place.

5. Damage and Breakages by Pupils

A charge will be levied in respect of ANY wilful damage, neglect or loss of school property, including premises, furniture, equipment, books or materials, the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

6. Damage and Breakages by Hirers / Lettings

As part of the terms and conditions of the lettings policy, all hirers will be subject to having suitable insurance cover in the event of damage or breakage of school property or injury to individuals. The insurance MUST be valid to cover the hiring period and original documents MUST be provided to the school lettings representative prior to the commencement of the lettings period. (Please refer to current school lettings policy.)

All individuals or companies hiring the school premises are required to uphold the highest standards and at no time should bring the reputation of the school into question. In relation to hiring of school premises the school does not allow any reference to staff, families, pupils or activities on social or other media and must see and approve, in advance, correspondence to anyone, e.g. parents or the public, in connection with hirer's agreement with the school for the use of the premises. Failure to comply may mean immediate termination of any agreement or contract.

7. Examination Fees

The school does not pay any examination fees.

8. Countersignature applications

The school is happy to sign various applications and give private references in some circumstances. A price for this service will be given on request – please ask at the Office for more details.