

Charging and Remissions: School-Specific Procedures (2025-2026)



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1. Introduction

This document outlines the specific schedule of charges and operational procedures for Brooklands Farm Primary School. It is to be read in conjunction with the IFTL Charges and Remissions Policy, which provides the statutory framework and overarching principles for all schools within the Trust.

Where there is a discrepancy in principles, the Trust-wide policy applies. This document details the local costs for "optional extras" and specific procedures for our school community.

2. Schedule of Charges: Extended Day Services

As defined in the Trust policy under Optional Extras, the school offers extended day services. These sessions must be booked and paid for in advance.

Service	Session Time	Cost	Notes
Breakfast Club	Morning Session	£3.50 per session	
Care Club (Session 1)	3.30pm – 4.30pm	£5.00 per session	
Care Club (Session 2)	4.30pm – 6.00pm	£8.00 per session	Must be booked in conjunction with Session 1 if staying through.
Activity Clubs	Post-school	£5.00 per session	Covers specialist coaches/equipment. Must be booked half-termly.
Holiday Club	Full Day	£30.00 per day	
Holiday Club	Half Day	£20.00 per session	
Learning Clubs	Invitation Only	No Charge	

Booking Terms:

- Activity clubs must be booked and paid for in advance every half term.
- Fees are reviewed periodically by the governors. Parents will be given a minimum of half a term's notice regarding price increases.

3. Peripatetic Music Tuition

In accordance with DfE guidelines and Trust policy, charges are made for vocal or instrumental tuition provided at the request of the parent/carer.

- Small Group Tuition: £7.00 per hour.
- Individual Tuition: £10.00 per hour.

Note: These charges are strictly to cover the cost of tuition and do not include a subsidy for other students.

4. Voluntary Contributions - Ignite Activities

Brooklands Farm Primary School believes in providing Ignite activities to enrich the curriculum. While no charge is made for education during school hours, we may ask for voluntary contributions for:

- School trips and visits.
- Swimming.
- Enrichment specialists.

If the activity cannot be funded without voluntary contributions, this will be made clear at the planning stage. If insufficient funds are raised, the activity may be cancelled.

6. Damage to Property

In line with IFtL policy, the school reserves the right to seek recovery of costs for wilful or malicious damage to school property or third-party property. Accidental damage will generally not be charged.