



Charging and Remissions Policy

Signed:	
	Scott Metcalfe - Chair of Governors

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Reviewed – September 2025	Next Review – September 2026
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1 Introduction

1.1 All the education we provide during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the statutory curriculum. However, we may charge for some additional extra activities such as individual or small group music tuition.

1.2 The governing body reserves the right to make a charge for the following activities which may from time to time be organised by the school;

- Any materials, books, instruments, or equipment, where the child's parent wishes to own them
- Additional curriculum activities
- Individual or group music tuition.

2 Aims and Objectives

2.1 The aims of this policy will:

- set out what the school will not charge for, what it will make a charge for or request a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

3 Voluntary contributions

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

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

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

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- school trips abroad;
- Musical events.

4 Residential visits

4.1 If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to the statutory curriculum, we may suggest a voluntary contribution to cover the costs of board and lodging. If we cannot raise sufficient funding through these voluntary contributions, the visit may have to be cancelled, and that aspect of the curriculum would have to be covered in other ways.

5 Music Tuition

5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 Where required, there may be a charge for individual or small-group music tuition, since this is an additional curriculum activity, and not part of the statutory curriculum. These individual or small-group lessons are taught by peripatetic music teachers. We give parents and carers information about additional music tuition at the start of each academic year, where applicable.

6 Swimming

6.1 The school organises swimming lessons for all children in Key Stage 2. These take place in school time and are part of the statutory curriculum. We make no charge for this activity, but we do ask for a voluntary contribution from parents and carers to help to cover the cost of transport. We inform parents and carers when these lessons are to take place, and we seek the written permission of parents or carers for their children to take part. We do however, fully utilise sports funding to help cover the costs of pool hire and professional coaching.

7 Pupil Premium

Broadway Junior School reserves the right to utilise Pupil Premium Grant to cover the cost of the contributions of eligible pupils. The criteria for Pupil Premium eligibility is free school meals ever 6, a child from a service family or looked after child/child adopted from care.

8 Breaking and Damage to school property

The governing body of Broadway Junior School reserve the right to seek reparation from parents where their children cause breakages or damage to school property. Wherever possible, three quotations will be sourced in order to establish the cost of repair.

9 Monitoring and review

9.1 This policy is monitored by the governing body, and will be reviewed annually or sooner, if necessary.