



Charging and Remissions Policy

This policy was reviewed and agreed at the Spring 2025 meeting of the Full Governing Body. It will be reviewed again in Spring 2026.

Signed: _____ (Chair of Governors)

Date: _____

Introduction

- West Bridgford Junior School is committed to the principle of free education at this school and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. West Bridgford Junior School is resourced accordingly. It is not expected, therefore, that the school will charge for activities which have been resourced through its budget.
- West Bridgford Junior School recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. In these circumstances it may be necessary for the school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.
- In arranging activities for which a voluntary parental contribution may be sought, the school will bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school. The school will make it clear to parents from the outset that it relies on these contributions to meet the cost of the activities. Insufficient funds may mean that some trips or activities may not go ahead.
- West Bridgford Junior School will operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy.
- The school will ensure that pupils will not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

Equal Opportunities

The Governing Body recognises its responsibilities under the Equality Act 2010. Consequently, this policy will be applied to staff to ensure equality and fairness regardless of race, sex, sexual orientation, religion or belief, gender re-assignment, pregnancy or maternity, marriage or civil partnership, disability or age. It is aware of its responsibilities under the Freedom of Information Act 2000 to make available this policy to all staff.

This policy should be read and adhered to in conjunction with the schools Equality Policy.

CHARGING POLICY

School governing body responsibilities

- The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with the school governing body.

Residential activities held during school hours

- Charges may be made at the discretion of West Bridgford Junior School for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge.
- Any remission arrangements for activities of this type will be at the discretion of the school governing body.
- No pupil will be excluded from any of the activities due to an inability to pay.

Activities held outside school hours

- Charges may be made at the discretion of the school for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:
 - the pupil's travel and board & lodging costs;
 - non-teaching staff costs;
 - materials, instruments and other equipment;
 - entrance fees to places of interest;
 - insurance costs;
 - the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

REMISSION POLICY

West Bridgford Junior School has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council and in certain cases is only available to those pupils who actually live in Nottinghamshire.

Outdoor and Environmental Education

- The Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.

Board and lodging charges for residential trips

- Where the parents of a pupil are in receipt of Universal Credit any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be partly remitted to the value of 50% by the school governing body, provided that the activity:
 - takes place during school hours, OR
 - forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours.