



Our Lady of Lourdes
Catholic Primary School

Charging and remissions policy – 2024 to 2025

Signed Electronically by Chair of Governors: <i>J Curran</i>	Name: Joan Curran	Date: 20.05.2025
Signed Electronically by Acting Head of School: <i>A Hamlen</i>	Name: Anthony Hamlen	Date: 20.05.2025
Ratified by: Governing Body on 05.10.2023 Reviewed 14.10.2024 and ratified by FGB on 22.10.2024 Section 6.5 added regarding School Lunch Money – Reviewed and Ratified by FGB 20 May 2025		Next Review: To be ratified at next FGB after 30 th October 2025

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Charging and Remissions Policy	Date	20.09.2023 & 14.10.2024
EIA CARRIED OUT BY:	Jayne Russell	EIA APPROVED BY:	Joan Curran

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)	All groups are treated equally and fairly – no bias given	All groups are treated equally and fairly – no bias given
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).	Same as above	Same as above
Gender Reassignment (transsexual)	Same as above	Same as above
Marriage and civil partnership	Same as above	Same as above
Pregnancy and maternity	Same as above	Same as above
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)	Same as above	Same as above
Religion or belief (practices of worship, religious or cultural observance, including non-belief)	Same as above	Same as above
Gender (male, female)	Same as above	Same as above
Sexual orientation (gay, lesbian, bisexual; actual or perceived)	Same as above	Same as above

Any adverse impacts are explored in a Full Impact Assessment.

OUR LADY OF LOURDES CATHOLIC PRIMARY SCHOOL

Charging and Remissions Policy

At Our Lady of Lourdes Catholic Primary School, we seek to create a unique and enabling community whereby children and staff are encouraged to journey beyond their expectations – academically, socially and spiritually – within a culture based on Gospel Values.

Love, Live and Learn as Jesus Taught Us

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1. Aims

Our school aims to:

- › Have robust, clear processes in place for charging and remissions
- › Clearly set out the types of activity that can be charged for and when charges will and will not be made
- › Offer a range of activities and visits whilst minimising the financial barriers that may prevent some pupils from taking full advantage of these opportunities

2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

3. Definitions

- › **Charge:** a fee payable for specifically defined activities
- › **Remission:** the cancellation of a charge which would normally be payable

4. Roles and responsibilities

4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a panel/committee, an individual governor or the headteacher.

The governing board also has overall responsibility for monitoring the implementation of this policy.

4.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

4.3 Staff

Staff are responsible for:

- › Implementing the charging and remissions policy consistently
- › Notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The school will provide staff with appropriate training in relation to this policy and its implementation.

4.4 Parents

Parents are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

5. Where charges cannot be made

Below we set out what we **cannot** charge for:

5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

5.2 Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

5.3 Residential visits

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

6. Where charges can be made

Below we set out what we **can** charge for:

6.1 Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see section 6.2)
- Music and vocal tuition, in limited circumstances (see section 6.3)
- Certain early years provision

- Community facilities
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school **and** the pupil fails, without good reason, to meet any examination requirement for a syllabus

6.2 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those pupils who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6.3 Music tuition

Schools can charge for vocal or instrumental tuition provided either individually or to groups of pupils, provided that the tuition is provided at the request of the pupil's parent.

Charges may not exceed the cost of the provision, including the cost of the staff giving the tuition.

Charges cannot be made:

- If the teaching is an essential part of the National Curriculum
- If the teaching is provided under the first access to the Key Stage 2 instrumental and vocal tuition programme
- For a pupil who is looked after by a local authority

6.4 Residential visits

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

6.5 School Meals

We can charge for school lunches provided by the school kitchen. These meals are currently being provided by an external catering company – Alliance in Partnership (part of the Sodexo Group)

The current costs are £2.60 per pupil meal and £2.80 (plus VAT) for adult meals.

We are a 'cash free school' so any money for school meals should be paid directly by parents/staff to the external caterers by credit/debit card, when booking school dinners on their school meals online booking/paying system (School Food United – SFU). The system will regularly send out notifications, if the parent/employee falls into arrears.

The online system will not allow parents/employees to book any further meals once 2 meals have not been paid for. If the pupil/employee would like to book a lunch but parent/employee hasn't paid for 2 or meal meals, they must speak directly with the school office to do so. The office will seek payment for the outstanding debt and a packed lunch should be provided from home until the arrears are cleared.

The school will chase any outstanding payment for school lunches at least once a week, using a combination of phone notifications, emails and where appropriate phone calls to ensure that the debt is cleared.

Parents suffering financial hardship with a debt due to the non-payment of school lunches should speak to the school office as soon as possible, as it may be possible to set up a mutually agreeable payment plan to clear the arrears if appropriate.

7. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include:

School trips, sports activities etc.

There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

8. Activities we charge for

The school will charge for the following activities:

Ad-hoc activities – if these occur we will notify parents at the earliest point possible and we will inform them of how the charge is calculated and what the charge includes (e.g. does it include the cost of transport, insurance costs etc).

9. Remissions

In some circumstances, the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

9.1 Remissions for residential visits

Parents who can prove they are in receipt of any of the following benefits will be exempt from paying part of the cost of board and lodging for residential visits:

- Income Support

- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

10. Monitoring arrangements

The Headteacher monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by Headteacher every year.

At every review, the policy will be approved by the governing body.