



Charging and Remissions Policy

We learn to love and love to learn with Jesus

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CHARGING AND REMISSIONS POLICY

1. Introduction:

The purpose of our school is to educate each child to develop and achieve their potential within a caring, Catholic community, governed by Gospel values.

All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

2. Principles:

The Governors support the principles of free admission and education for all pupils attending Our Lady Catholic Primary School.

Activities offered during normal teaching time will be available to all pupils regardless of their parents' ability to meet the cost.

The Governors have the discretion to charge for optional activities provided mainly out of school hours.

The Governors support the right of the school to invite voluntary contribution for the benefit of the school, or in support of an activity organised by the school whether during or outside school hours.

3. Voluntary contributions:

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. 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 have not paid any contribution. We do not treat these children differently from any others.

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

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

- Visits to museums and/or places of historical/cultural importance
- Sporting activities which require transport expenses;
- Visits to the theatre
- Musical events.

4. Residential visits:

If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the National Curriculum, we do not make any charge for the education. A charge to cover the costs of board and lodging is made.

5. Music tuition:

All children study music as part of the normal school curriculum. We do not charge for this. There is a charge for individual or group music tuition if this is not part of the National Curriculum. The peripatetic music teachers, who work for an outside agency, teach individual or small group lessons. They make a charge for these. We give parents information about additional music tuition at the start of each academic year.

6. Swimming:

The school organises swimming lessons for children in Year 2, Year 3, Year 4 and Year 5. These take place in school time and are part of the National Curriculum. We charge parents/carers for transport and the teaching time of the instructors. We inform parents when these lessons are to take place.

7. Extra-curricular activities (e.g. football, dance, netball, gymnastics and guitar):

The school offers additional activities during lunchtime and after school. Some of these sessions are led by school staff and some are led by external providers. Some clubs make a charge for these sessions.

Premier Education provides wraparound care for our pupils (breakfast and after school club), which operates from 7.45am to 8.45am in the mornings and 3.15pm to 5.30pm in the afternoons. Charges for Breakfast Club are £8.00 per child per session and charges for after school club are £8.55 for a 4.30pm pick up and £13.99 for a 5.30pm pick up.

8. Review of Policy:

This policy is monitored and reviewed by the Headteacher and Governors of the school and will be updated annually.

This policy will be reviewed in Autumn 2028.

Policy Originator	Richard Curry
Governor Responsible	Kelly Donkor
Status	Statutory
Last reviewed	23rd September 2025
Ratified on	15th September 2026
Review period	Bi-Annual

Signed by Headteacher:



Date: September 2026

Signed by Chair of Governors



Date: September 2026