



Our Lady Immaculate Catholic Primary School

"With God in our hearts, we follow Jesus' footsteps , as we love and learn together"

Charging and Remissions Policy

Date: Spring 2026

Renewal Date: Spring 2027

Schedule of review: Annually

Review Changes

Section	Change	When Reviewed
Introduction	School day times	Spring 26

INTRODUCTION

This Charging Policy has been approved in accordance with section 457 of the Education Act 1996, which establishes the principle that there should be no requirement to charge for any form of education or related activity which takes place during school time.

The Governing Body of Our Lady Immaculate Catholic Primary School upholds this principle of free education but recognises that there are many additional activities which take place within and outside school hours including trips and clubs, which support and enhance the education which we provide for our pupils. The school day is defined as 8.35 am-3.05 pm for EYFS, 8.35 am-3.20 pm for KS1 and KS2. Children are in school for 190 days each academic year.

All activities that are a part of the National Curriculum, plus Religious Education, are provided free of charge. This includes all materials and equipment.

The aim of this policy is to set out what charges will be levied for which activities, what exceptions (remissions) will be implemented and under what circumstances voluntary contributions will be requested from parents. There is no obligation for parents to contribute to requests for voluntary contributions.

Teachers organising activities are responsible for following this policy. The Headteacher will ensure that all staff are familiar with the policy and monitor that it is implemented correctly.

VOLUNTARY CONTRIBUTIONS

The Governing Body requests a voluntary contribution from parents each year to a separate fund. This fund is used to enhance the learning environment for the children in terms of building works and the purchase of learning resources etc. A letter is sent to the parents each year in the autumn term outlining the need for their contributions.

The school may ask for voluntary contributions for general funds and/or to fund activities that we offer. Typical examples of this would be educational trips away from the school site, particularly when transport and admission are involved or special visitors to the school who charge for their service.

Where an activity requires a voluntary contribution, this will be made clear in a letter sent home to parents/carers. OLI is committed to ensuring fair access and treatment for all pupils, which means that no child is excluded from an activity because the parents of that child are unwilling or unable to pay. If there is insufficient funding for the proposed activity, then the Headteacher may decide the activity will need to be cancelled. Parents have a right to know how each trip is funded. The school provides this information on request.

Although payment reminders will be sent, there is no obligation for parents to make a contribution and the school will in no way pressure parents to do so.

The identity of the child or parents, who have not paid, will not be disclosed in any circumstances.

ADMISSIONS

OLI makes no charge for admission to the school.

SCHOOL MEALS

There is no charge for pupils who are entitled to a free school meal. Pupils who are not entitled to a free meal will be charged a daily amount, as determined by the appointed caterer.

MUSIC TUITION

All children study music as part of the National Curriculum – there is no charge for this.

External music tutors, organised by parents through Kingston Music and Arts service (KMAS) and/or other peripatetic teachers, will incur a charge, if the parents choose to take up this service. Parents agree to these charges with KMAS/ other peripatetic teachers, in advance of the lessons commencing, and payment is made directly to them, not to the school.

SWIMMING

The school organises swimming lessons for pupils in year 4 and a booster session in year 5, which take place in school time and are part of the National Curriculum. There is no charge for these lessons.

AFTER SCHOOL CLUBS

OLI offers a range of after-school clubs, for which a charge is usually incurred. If provided by school staff, the cost is usually minimal and would cover the cost of materials used and cover required for a staff wellbeing day. If run by an outside agency, the charge is set by the provider, in advance of the club starting, and all money is paid directly to them.

RESIDENTIAL TRIPS

If pupils take part in a residential experience, then a charge will be made for board & lodging and travel; and voluntary contributions requested in respect of occasional costs such as pocket money. As with other trips, the visit may be cancelled if contributions are insufficient to make the trip viable.

If a pupil is eligible for Free School Meals, at the time of the trip, then contribution towards the whole cost (travel, board and lodging) may be requested. The rest would be covered by the school budget.

Further information regarding this, can be given to parents, from the School Business Manager.

INCURRING A CHARGE

The Governors reserve the right to enforce a charge for the following:

- Non-accidental damage to property, including premises, furniture, equipment, books or materials. The charge will be the cost of repair or replacement, or such lower cost as the Headteacher may decide.
- Breakages or loss of school equipment
- Breakages or loss of third party property for which the school is deemed liable.

Parents will not be charged for a broken window, unless the breakage is due to poor behaviour. In the instance of a forgotten packed lunch, a charge will be made to cover the cost of the school providing a meal.

A charge of £5.00 will be made for lost library, reading or text books. There is also a charge for books/resources lost from the Read Write Inc phonics scheme.

CALCULATING CHARGES

When charges are calculated for an activity, whether inside or outside of the school day, they will be based on the actual cost incurred, divided by the number of pupils participating. There will be no levy on those who can pay to support those who cannot or will not. Support for cases of hardship will come from the school budget or school fund.

The principles of best value are applied when planning a school activity to ensure costs incurred by the school and/or the parent are as low as possible.

REMISSIONS

Parents in receipt of the following:

- Universal Credit
- support under part VI of the Immigration and Asylum Act 1999
- the guaranteed element of Pension Credit

will be eligible to have their child's contribution supplemented by school funds , in respect of all of the above, with the exception of charges due to damage to property (see paragraph on "INCURRING A CHARGE").

Parents will be made aware of this support available to them when asking for voluntary contributions.

There may be other cases of family hardship, when criteria above do not apply, which may make it difficult for pupils to take part in activities for which a charge is made. The Governing Body will invite parents to apply in confidence, for the remission of charges in part or full. Parents will be encouraged to speak with either the Headteacher or School Business Manager with regard to this. All conversations will be in the strictest confidence. The school may choose to

subsidise part or all of the payment for certain activities. This will be determined by the Headteacher and/or the Governing Body.

RESPONSIBILITY AND REVIEW

This policy was drawn up in line with DFE guidance and agreed by the Resources Committee of the Governing Body. It will be reviewed as part of the Governor Policy review cycle, by the Resources Committee.