



Our Lady of the Assumption

Catholic Primary School



Approved Charging and Remissions Policy

Approved by Full Governing Body: 26th November 2025

Signed  **Chair of Governors.**

To be reviewed: November 2026, or dependent on any legislative changes

Safeguarding Statement:

'Our Lady of the Assumption Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff, parents, governors and volunteers to share this commitment.'

Our Vision

As a Catholic school that puts Christ at the centre, we are committed to encouraging everyone to 'Be the Best They Can Be'

Values and Ethos

We believe that everyone is made in the image and likeness of God and we value the equality of all, reject discrimination of any kind, and welcome the diversity of different cultures.

1. Admissions

There is no charge for admissions.

2. School meals

There is no charge for children who are entitled to free school meals. Pupils who are not entitled to free school meals will be charged a set amount per day. This is decided by the catering contractor of the school.

3. Public examinations

There is no charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school. There is no charge for examinations that are not on the set list, but have been arranged by the school.

4. Activities that take place during school hours (this does not include the break in the middle of the school day)

There is no charge for activities during school hours.

There is no charge for transport during school hours to school-organised activities.

We may charge for:

- books and materials that the parent wishes the child to keep (the cost will be made clear to the parents before charge)
- optional extras (section 5).

5. Activities that take place outside of school hours (non-residential)

There is no charge for activities that take place outside of school hours when they are:

- part of the set curriculum, including sports games against other schools
- part of the syllabus for a public examination that the pupil is being prepared for by the school
- part of the school's basic curriculum for religious education.

Optional extras:

The school will charge for optional extras. Optional extras are:

1. Education provided outside of school time that is not:
 - a) part of the National Curriculum
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - c) part of religious education
 - d) examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
2. Transport that is not taking the pupil to school or to other premises where the local authority or governing body has arranged for the pupil to be provided with education.
3. Board and lodging for a pupil on a residential visit.
4. All Wraparound Club care (before school begins and after school finishes)

The cost of optional extras

The Head Teacher will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Head Teacher on the recommendation of the finance committee.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (section 12).

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
- 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 a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
- Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. The school will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

6. Activities that take place partly during school hours either on or off site

Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in section 4.

Travelling time is included in time spent on activity. In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. So no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a visit.

In this case the charging of the activity will be the same as is outlined in section 5.

7. Residential activities

Our school will not charge for:

- 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, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit
- travel costs where the residential activity is classed as being within school hours
- residential activities that take place during school hours.

Our school will charge for:

- Board and lodging
- When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. We will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who can prove they are in receipt of certain benefits may be exempt from paying this cost (see section 13 for more guidance on remissions.)

8. Travel

Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per pupil. These charges may not apply to those pupils entitled to remissions, but no other pupils will be charged extra to cover those costs.

10. Activities

The school may charge for residential activities that fall outside of school hours (see section 5)

11. Extended services

Our Lady of the Assumption Catholic Primary School is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of **enrichment** activities (extended services). Extended services enable our school to provide:

- high-quality learning opportunities either side of the school day
- ways of intervening early when children are at risk of poor outcomes, e.g., by providing access to study
- support, parenting support or to more specialist services (such as health, social care or special educational needs services)
- ways of increasing pupil engagement
- ways of improving outcomes and narrowing gaps in outcomes between different groups of pupils
- The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

12. Damage to property and breakages

Where school property has been willfully damaged by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a pupil, and the school has been charged, the school may charge some or all of the cost to those responsible.

Whether or not these charges will be made will be decided by the Head Teacher and dependent on the situation.

13. Remissions and concessions

The school will give consideration to the remission of charges to parents or carers who receive the following support payments:

- Universal Credit and annual net earnings are less than £7400
- Income Support
- Income Based Jobseekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Asylum seeker (Immigration and Asylum Act 1999)
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by His Majesty's Revenue and Customs) did not exceed £16,190 in the previous financial year
- The guarantee element of State Pension Credit
- An income related employment and support allowance

Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.

The Head Teacher will authorise the remission of charges.

The school may choose to subsidise part or all of the payment of some charges for certain activities and pupils, and this will be determined by the governing body and Head Teacher.

14. Voluntary contributions

The school, governing body, or Local Authority may ask for voluntary contributions to the school for general funds and/or to fund activities that will enrich our pupil's education.

In any case where an activity cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.

There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution.

15. Inability or unwillingness to pay

Our Lady of the Assumption Catholic Primary School is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay.

If there is insufficient funding for an activity, then it will be cancelled.

The identity of the child or parents of the child who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

16. Nursery

Our Nursery offers 15 and 30 hour places for children aged three, places will be allocated as per admissions policy. Priority will be given to government funded places, should there be availability places can be taken by fee paying parents/ carers. Nursery times differ to the main school day, therefore we do offer wraparound; this is optional. Wraparound is chargeable.

Fees should be paid in advance of the sessions taken, they should be paid at the start of each week or in full at the start of each month. Any changes require four weeks notice. If there is a change in prices, we will give four weeks notice before these are implemented. For up to date charges please see our 'Nursery charges' document. Where parents are using vouchers to pay for places if possible we ask parents to pay in advance until the vouchers are in place, if not once the voucher has been received it is charged retrospectively towards the child's attendance and then if there is any difference the parents will be charged until the next voucher arrives in the school bank account.

If a child is picked up late a charge of £10 will be charged for late collection, in addition to the normal fees for that session.

17) Wraparound

Our Lady of the Assumption offers a wraparound club for all children at the school but this is a provision that has to be paid for. Charges are £5 per morning session and £10 per evening session and are reviewed each spring. Sessions are paid for in advance so debt should not be a problem. Where parents are using vouchers to pay for places if possible we ask parents to pay in advance until the vouchers are in place, if not once the voucher has been received it is charged retrospectively towards the child's attendance and then if there is any difference the parents will be charged until the next voucher arrives in the school bank account.