

Our Lady of Lourdes RC Primary School



An Academy School Part of
The Good Shepherd Catholic Trust



Charging and Remissions Policy 2025

Our Mission Statement:

We are a catholic school. We strive to be a sign of Christ's presence in the world. We follow Jesus.

Date Approved by Governing Body:	18 th July 2025
Date To be Reviewed by:	Summer Term 2027
Signed By:	R. Sharman - Chair of Governors

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1. Policy 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 be made.

2. Legislation & Guidance

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

3. Definitions

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

4. Roles & Responsibilities

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

The Headteacher is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. Staff are responsible for implementing the charging and remissions policy consistently and should notify the Headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies

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

5. Activities without charge

There will be no charge for the following activities:

- Education provided during school hours. This includes books, pens, pencils and transport for activities within the National Curriculum
- Education outside of school hours if it is part of the National Curriculum
- Instrumental tuition for children in care

6. Where charges can be made

School may recover the cost of the following:

- Educational or other activities not in school time
- Board and lodgings on a residential trip (subject to remission arrangements)
- Cost of entering a pupil for a public examination not prescribed in regulations
- Provision of musical or vocal tuition that takes place in the school day and which

- has been requested by parents
- Day care facilities

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.

Damage/Loss to Property/Admin costs

- A charge will be considered in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials). The charge will be the cost of replacement or repair and payment to be made on receipt of invoice.
- A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials) belonging to a third party where the cost has been recharged to the school. The charge will be the cost of replacement or repair and payment to be made on receipt of invoice.
- A charge of £10 per communication will be levied where school needs to chase for outstanding payment for Nursery Fees or Breakfast & Afterschool Club charges.

7. Voluntary Contributions

The school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible.

Some activities for which the school may ask parents for voluntary contributions include: school trips, sports activities, workshops, enrichment activities.

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. Chargeable Activities & Items

Breakfast & After School Club: The school will charge for providing extended care provision with an on-site Breakfast and/or After School club, the charges for this will

match other local childcare provider.

Late Collection Fees: If a child is not collected on time from school they will automatically be placed into Tea Time Club. The charge will be £5 for the first 30 minutes and then the full Tea Time Club fees will apply.

Nursery Fees: All Nursery Fees must be paid in advance. Any late payment will incur a daily fee of £5 as school is unable to carry these debts; this includes situations where the 30-hour code has been allowed to lapse.

Activity Clubs/ Sports Clubs: The school will offer an extensive range of after school activity clubs, the charge for these clubs will cover the cost of staffing and resources and are bookable through the online system. A £10 cancellation charge will be levied to parents who persistently cancel clubs and request refunds or where parents persistently over-book and later request to cancel. This is to cover the administration time taken to deal with these issues.

Voucher Payments: Parents who pay for Breakfast & After School Club using a voucher or tax free childcare scheme will incur an administration fee should they later wish to request a refund.

Art and DT Contribution: In recognition of the fact that children in the Early Years use a considerable amount of malleable materials we ask parents to make a voluntary contribution of £30 per annum. This ensures that they are able to bring their 'projects' home and share their learning with their parents.

Lost Homework Diaries: The school will charge a small fee to replace any lost homework diary.

Reference requests: The school will make a charge for any parent seeking to obtain a school reference for their child to attend a private school.

Childcare Grant Payment Scheme (CGPS). The school will make a £20 per half term admin charge for all parents who use the Childcare Grant Payment Scheme to pay for their Breakfast & Afterschool club fees.

Miscellaneous requests for letters. The school will make a £10 charge for any requests by parents for any letters (for example proof of address or attendance).

9. Remissions

The Headteacher or Governing Body may remit in full or part charges in respect of a pupil, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.

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

Where pupils are in receipt of Pupil premium funding this is used by school to ensure that there is no financial outlay for the family. Details of any charges and support are discussed with the parents as the need arises.

10. Monitoring Arrangements

The Headteacher will monitor charges and remissions, and ensure compliance with this policy.

This policy will be reviewed annually; at every review the policy will be approved by the Governing Body.