



Our Lady of Lourdes Catholic Primary School

Charging and Remissions Policy

October 2025



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1 Introduction

Our Lady of Lourdes Catholic Primary School provides many opportunities for its pupils to enrich and enhance their experience through Learning Outside the Classroom (LOtC) and outdoor education. This includes onsite and offsite learning, residential activities, field trips, sports, physical and cultural activities and adventure education.

The purpose of this policy is to provide clear information about charging and voluntary contributions for Our Lady of Lourdes Catholic Primary School activities.

Our Lady of Lourdes Catholic Primary School follows the Brighton & Hove City Council policy for charging for school activities that mirrors the information given in the Department for Education's advice document published in May 2018 (<https://www.gov.uk/government/publications/charging-for-school-activities>) and should be read in conjunction with the information provided in the National Guidance www.oeapng.info, document 3.2c – Charging for school activities.

2 Admissions

There is no charge for admitting pupils to maintained schools.

3 Education

There is no charge for education provided wholly or during school hours.

4 School organised activities during school hours

There is no charge for activities during school hours with the exception of music tuition, where charges will be made if the teaching is **not** an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil(s).

5 School organised activities outside of school hours (non-residential)

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

- (i) part of the national curriculum
- (ii) part of religious education
- (iii) meet the requirements of the syllabus for a public examination.

6 Optional extras

Our Lady of Lourdes Catholic Primary School will charge for optional extras, such as:

- Education provided outside of school time that does not fall within categories (i) - (iii) above.
- Board & Lodging on a residential visit (see section 8)
- Exam entry fees if the registered pupil has not been prepared for the exams at Our Lady of Lourdes Catholic Primary School
- Transport other than home-to-school transport
- Extended day services e.g. breakfast clubs, after school clubs
- Materials and other equipment

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- Non-teaching and teaching costs.

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 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
- The cost of buildings and accommodation

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

7 Voluntary contributions

Our Lady of Lourdes Catholic Primary School may request voluntary contributions to fund activities that will enrich pupils' education e.g. visits to museums, sporting activities, outdoor adventure activities, forest school, bought in work-shops etc. Where an activity is unable to take place without sufficient voluntary contributions, we will make this clear to parents.

Our Lady of Lourdes Catholic Primary School is committed to ensuring fair access and treatment of all pupils. This means that there is no obligation for a parent to make a contribution and we will not put pressure on parents to make a contribution or discriminate against a pupil whose parents are unwilling or unable to contribute.

Any parents experiencing financial difficulty will be invited to contact the Head or a designated person to come to an agreed arrangement.

8 Residential Visits

8.1 Residentials within school time

If a residential visit takes place covering 50% or more of the whole time spent on the activity within the school week or it is part of the national curriculum, part of religious education, or meets the requirements of the syllabus for a public examination, no charge will be made either for the education or for the cost of travel.

Charges, not exceeding the actual cost for the individual pupil, will be made for board and lodging.

Voluntary contributions (as above) will be requested to cover all other costs.

Pupils whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, be entitled to remission of board & lodging charges:

- Universal Credit in prescribed circumstances

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Adopted from LA Model November 2019

Reviewed October 2025

Next Review due October 2026

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- Income support
- Income-based Jobseeker's Allowance (IBJSA)
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit
- Guaranteed element of State Pension Credit.

8.2 Residentially wholly or partly outside of school time

If the 50% or more of the residential takes place out of school hours and is not part of the National Curriculum, part of religious education, or meets the requirements of the syllabus for a public examination, it will be considered an 'optional extra' and a charge will be levied.

9 Music Tuition

There will be no charge for music tuition where teaching is an essential part of either the national curriculum or a public examination syllabus.

For other musical tuition, charges will be made for individuals or groups to play a musical instrument, and for the hire and repair of instruments, which are used for instrumental tuition at school.

No charge will be made in respect of children in care.

10 Monitoring and review

The Governing Body will review this policy annually, and as necessary following any changes in legislation. Approval of the Policy has been delegated to the Resources Committee.

Signed by:

-----	Chair of Governors	Date	-----
-----	Head teacher	Date	-----
-----	School Business Manager	Date	-----