

**We follow in the footsteps of Jesus as
we live, love and learn together.**



Charging and Remissions Policy

This policy will be reviewed regularly and re-presented to The Governing Body as appropriate if significant changes are made.

Policy reviewed: July 2025

To be reviewed: July 2026

Reviewed by: A Crist Date: 26.6.25

Signature: A Crist Date: 26.6.25

Chair/Vice of Governors Signature: T McCaul Date: 10.7.25

St Luke's Catholic Primary School

Charging and Remissions Policy

OVERVIEW

At St Luke's Catholic Primary School the education we provide wholly or mainly during school hours will be free of charge but on some occasions a 'voluntary' contribution towards the cost of an activity may be requested by the school and parents will be free to decide whether or not to contribute. This policy sets out the principles upon which the school will operate charges and remissions.

INTENT

1. To make clear what will be provided without charge and what will be offered with a charge being made.
2. To clarify what is meant by any request for voluntary contributions.

IMPLEMENTATION

1. No charge will be made for admitting pupils to school
2. Transport or admission costs for swimming lessons during school hours will be met by the school.
3. The school may request voluntary contributions towards the cost of some activities planned during school hours.
4. Where parents are asked for a voluntary contribution towards the cost of: an activity which takes place during school hours; school equipment or school funds generally, the contribution will be voluntary, and pupils of parents who are unable or unwilling to contribute will not be discriminated against.
5. Where there are insufficient voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.
6. On residential trips that take place wholly, or mainly, during school hours the school will charge for the cost of board and lodging at the actual cost of the provision.
7. Children whose parents are in receipt of some specific support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges. A similar entitlement will apply where the trip takes place outside of school hours but it is necessary as part of the national curriculum or the syllabus for religious education.
8. Where music tuition or singing tuition is not an essential part of the national curriculum charges may be made.
9. A school residential holiday outside normal school term time will be an optional activity and will be charged at cost to those parents wishing their children to participate.
10. Where a parent has paid for an activity e.g. a theatre visit and their child is unable

to attend a refund will not normally be given. Any exceptions will be solely at the Headteacher's discretion.

Other charges

11. The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services including childcare, up to the cost of providing such services.

12.

After-School Club

3.30pm – 5.30pm = £6.50

Daycare

£18.per day 8.30am – 3.30pm

Breakfast club

£1.00 per day 8.00am – 8.50am

IMPACT

The funding of activities will be a clear and open process understood by all. We intend that our charging and remissions policy will be in line with that of the LA and that it will meet the requirements of the law.