



Our Lady of the Rosary Catholic Primary School Bristol

'Growing Together in Faith and Understanding'

CHARGING & REMISSIONS POLICY

Approved on:	20 th January 2025
Committee Responsible:	Finance & Resources Committee
Next review due by:	January 2027
Policy Writer:	J Herron

Introduction

Many activities in school do not come under a neat subject heading. They are nevertheless very important to the life of the school. There will be school visits to places of educational interest — museums, historical sites, nature trails, theatres and cinemas. We also have visitors come to school to give presentations, workshops and performances.

All such activities are extremely worthwhile and valuable. They add a further rich dimension to school life. They can stimulate and reinforce other work; they may entertain and make us laugh (and happy children work better). This will mean using the schools budget to finance some activities, but this policy also sets out where parents could contribute to those learning opportunities.

For an activity which is an essential part of the school curriculum (i.e. all children are expected to participate) there will be no mandatory charge, but a voluntary contribution towards the costs may be invited.

If an activity takes place primarily outside school hours, and/or is not an essential part of the school curriculum, parents will be asked for a voluntary contribution which will cover transport costs, entrance fees etc for their child.

Voluntary contributions

When organising school trips or visits for curriculum enrichment and the educational experience of our children, the school may ask parents/carers to contribute to the cost. In these circumstances no child will be prevented from participating because their

parents/carers cannot or will not make a contribution. However, if we do not receive sufficient voluntary contributions, we may have to cancel a trip.

Calculating charges

When charges are made for any activity, whether during or outside the school day, they will be based on the actual costs incurred divided by the total number of children participating.

Principles of best value will be applied when planning activities that incur costs to the school and or charges to parents/carers.

Residential visits

If the school organises a residential visit in school time, or mainly in school time, which is to provide education directly related to our Curriculum, we ask for voluntary contributions towards the education and travel expenses. However, in addition, we do make a charge to cover the costs of board and lodging. All trips are charged at cost.

Extended Day Services

The school will charge for Breakfast Club, Multi-Sports and Dance activities held before and after school. These activities incur a cost to the school. The charges for each activity will be determined by the governing board and reviewed each year. Parents will be informed of the charges for the coming year in September of each year.

Music Tuition

Children in Year 5 and 6 learn a musical instrument as a whole class Band as part of the Curriculum. We do not charge for this.

There is a charge for individual or small-group music tuition. These lessons are taught by external music teachers and we make a charge for these lessons.

Parents/carers are informed of additional music tuition at the start of each academic year, and provided with the associated costs.

School is invoiced directly for music tuition charges and pays the whole terms fees from the school budget. Invoices are raised to individual parents/carers accordingly. Because of this we need to ensure that:-

- Music payments **MUST** be made in advance.
- Where payment is not received in advance the parent/carer will be informed that music tuition will not be provided until payment has been received.

These terms are necessary because as you can appreciate school does not have the funds to cover any money lost in such situations.

Outstanding payments

- Payment must be made within 14 days of the invoice being issued or the debt arising as in the case of dinner money.

- If payment has not been received within 14 days contact will be made with the parent/carer to request that the amount is cleared within 5 days.
- If payment has not been received within 28 days and no contact received from the parent/carer the Headteacher will write and seek a repayment plan.
- Any debts outstanding after 120 days will be taken to the Resources Committee for Governors to agree on the next course of action. This could include going to a small claims court to recover the debt or having the debt written off.

Remissions

Children eligible for Pupil Premium will be exempt from paying the board and lodging for residential trips. They will receive the option to attend 3 Breakfast Club sessions per week and will not be required to pay for Multi-Sports or Dance Clubs.

Individual circumstances

If a parent has difficulty meeting the cost of any school activity he/she must not hesitate in contacting the Headteacher, who will discuss the matter in total confidence.

Monitoring arrangements

The school business administrator monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the school business administrator every two years.

At every review, the policy will be approved by the Full Governing body or the Finance and Resource committee.