



## Inter-School Charges and Remission Policy

School of Christ the King  
Hartcliffe Rd  
Bristol  
BS4 1HD

St Bernadette RC Primary  
Gladstone Road  
Bristol  
BS14 9LP

Holy Cross RC Primary School  
Dean Lane  
Bristol  
BS3 1DB

Please note, any reference to "School" refers to all of the schools above.  
This policy has been ratified by the Governing body of all 3 schools on the date noted below.

**Review Date:** January 2025

**Next Review Date:** January 2027

**Stat policy - Bi - Annual Review**

**Source of policy:** The Key

**History:** 2021

**Addition of late charges for the 3 schools - December 2025**

## **Introduction**

This charging policy has been compiled in line with DfES requirements and in accordance with Sections 449-462 of the Education Act, 1996.

## **School Trips**

When organising a school trip which will enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary, but if insufficient funds are received, the trip will be cancelled. If the trip goes ahead, it may include children whose parents have been unable or unwilling to pay any contribution – these children will not be treated any differently. Parents have the right to know how the trip is costed and funded and the school will provide this information on request.

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

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging including transport.

For all trips, if a pupil is in receipt of Pupil Premium, school may be able to offer financial support for trips and visits.

## **Materials & Books**

The school will not charge for any materials or books which are provided for teaching of the national curriculum.

## **Music Tuition**

The school does not make a charge for Music Tuition that is part of the National Curriculum. The school levies charges in respect of individual music tuition, and group music tuition up to and including 4 persons, if the teaching is not an essential part of the National Curriculum.

No charge is made by the school for use of the musical instrument provided for music tuition, but the parent is expected to repair or replace any damaged instrument and is informed in the school letter for music tuition.

A charge will be made by the peripatetic teacher for any incidental costs such as music books or drum pad/sticks.

If a pupil is entitled to Pupil Premium funding, the school may be able to offer financial support.

## **Activities Outside School Hours**

1. No charge will be made for activities outside school hours that are part of the National Curriculum or religious education, or that form an essential part of the syllabus for an approved examination.
2. For all other after school clubs outside school hours, a charge up to the cost of the activity will be levied.

If a pupil is entitled to Pupil Premium funding, the school may be able to offer financial support.

## **Damage/Loss to Property**

1. A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.
2. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

## **Lettings**

The school will make its facilities available to outside users at the approval of the Governors and charges made on an individual basis. See Lettings Policy

### Other charges

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

### Remissions and Concessions

The Finance Committee may choose to subsidise, in full or part, charges for certain activities for low income families in receipt of benefits as detailed above, and as determined by the Governing Body, and advised by the Headteacher.

Parents/carers must provide details in writing to the Governing Body for their consideration.

The circumstances in which concessions are applied will be reviewed regularly, and annually as standard.

### Late collection charges

**St Bernadette Primary** - Collecting children is the responsibility of the parents/carers. Due to the impact late collection has on staff, the school reserves the right to charge when children are not collected at the end of the school day.

The following charges will apply:

- Parents/carers who know they are going to be late (due to unforeseen circumstances) must telephone the school to inform them of the expected time of arrival.
- After two occurrences (In a term) where a parent is late to collect their child / children by 15 minutes without prior notification, the charge will be £5.00.
- If after this there is a continuation of persistent lateness, the fee will increase by 50p on each subsequent late collection.

#### **St Bernadette Pre-school**

- Parents/carers who know they are going to be late (due to unforeseen circumstances) must telephone the pre-school to inform them of the expected time of arrival.
- Parents/carers will be charged £1 per minute for every minute they are late to collect a child, without prior notification.

#### **School of Christ the King -**

Collecting children is the responsibility of parents/carers. Due to the impact late collection has on staff, the school reserves the right to start to charge when children are not collected at the end of the school day.

The following charges will apply:

- Where a child is collected later than 10 minutes after the end of the school day – parents will be charged for a session of Mini Chill (the child **will not** attend Mini Chill, but will be supervised elsewhere) at a cost of £2.00 per child.
- Where a child is collected later than 10 minutes after the end of a Mini Chill Session – parents will be charged for a Full Chill Time Klub session at a cost of £3.50 per child.
- Where a child is collected later than 10 minutes after the end of a Full Chill Time Klub session – a charge of £5.00 will be applied.
- If a child is collected less than 10 mins late more than 3 times within a two week period, a £5.00 charge will be applied.

Where there are repeated late collections then charges may be increased by 50%.

Further club bookings will not be able to be made until all charges have been paid.

**Holy Cross - no charges**