



## **Saint John Fisher Catholic Voluntary Academy Charging Policy**

### **PURPOSE:**

This Charging Policy informs staff and parents about charging for School activities. It conforms to the requirements of the Education Act 1996.

### **RESPONSIBILITIES:**

The Directors/Governors, in consultation with the Headteacher, are responsible for the implementation of the charging policy and the determination of any individual case arising from the implementation of this policy.

### **Residential Trips during school time**

The school will charge for board and lodging. Other costs such as transport to and from the venue, activities and events held as part of the residential will be funded through voluntary contributions.

Parents are liable for loss of deposits or payments if they withdraw from residential trips. It is a requirement that parents agree to charges before the child undertakes the activity.

The learning needs of Pupil Premium pupils are assessed and Pupil Premium funding is used to subsidise residential visits as judged to be appropriate to their needs.

### **Out of Hours School Activities**

The School will charge parents for activities described as 'optional extras' under the Education Act 1996 that take place outside school hours.

### **Voluntary Contributions**

Voluntary Contributions are requested from parents for school activities in or out of school time which may only be provided if there is sufficient voluntary funding. No pupils shall be excluded by reason of inability, or unwillingness to make a voluntary contribution.

## **Damage to Buildings or Equipment**

Parents are asked to make a contribution towards replacing damaged or lost school property caused wilfully or negligently by their children.

## **Dinner Money**

Dinner money is charged in advance. Where parents persistently do not pay in advance, the school will consider and may withdraw the right for the child to be offered the opportunity to have school dinners.

## **Penalty Charges**

The School may make charges for Unauthorised Absence

The School in collaboration with the Local Authority or Police will issue Penalty Notices for non- attendance at school. The circumstances in which Penalty Notices will be issues are set out in the school's Attendance Policy and the amount of the Penalty Charge will be as applicable at the time of issue.

## **Remission**

Parents who have contributed voluntarily to an activity will be refunded only if the child was unable to take part due to illness. (Proof may be requested if appropriate) Where the child has only missed part of an activity there will be no refund.

The Directors/Governors will always consider people's personal circumstances when undertaking to make a decision. Delegated authority is given to the Headteacher/Business Manager to act appropriately in such circumstances and report to the Full Governing Body if appropriate.

**DATE OF APPROVAL:**

**December 2017**

**DATE OF REVIEW:**

**December 2020**

**Chair of Directors** \_\_\_\_\_ **N Weightman** **Date** \_\_\_\_\_