



SS John Fisher & Thomas More Catholic Primary School

A Voluntary Academy

"Journeying together with Jesus Christ, we learn to love and love to learn."



Charging Policy

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Governor committee responsibility:	Local Governing Body



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Charging Policy

Introduction

All the education we provide during normal school hours is at no charge to pupils. The definition of 'education' includes materials, equipment and transport provided in school hours by the Local Authority or the school to carry pupils between the school and the activity. 'School hours' are those when the school is actually in session, and do not include the break in the middle of the day.

School trips, visits and practical activities enhance the pupils' learning and broaden their knowledge and experience. These are undertaken with the voluntary contributions of parents. No pupil will be excluded from an activity because his or her parents cannot or will not make a voluntary contribution. The opportunity to pay in instalments will be offered to parents who wish to pay in this way.

Voluntary Contributions

When organising school trips or visits to enrich the curriculum and the educational experience of the children, the school invites parents to make voluntary contributions towards the cost. If we do not receive sufficient voluntary contributions, we may cancel a trip and any monies already collected will be returned. If a trip goes ahead, it may include children whose parents have not paid any contribution. We do not treat these children differently from others.

The following is a list of additional activities, organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums
- sporting activities provided by a third party
- sporting activities which require transport expenses
- outdoor adventure activities
- visits to or by a theatre company
- residential trips
- musical events

Swimming

The school organises swimming lessons for all children in Year 4 and 5. These take place in school time and are part of the National Curriculum. We make no charge for this activity.

Breakages

In cases of wilful or malicious damage to equipment or breakages, or loss of school books on loan to children, the headteacher in consultation with the Chair of the Local Governing Body may decide it right to make a charge. Each incident will be dealt with on its own merit and at their discretion.

In cases of financial difficulty parents should contact the Headteacher.

Nursery Charges (2-year old provision)

School offers 15 hours per week either morning or afternoon sessions at £5 per hour. Any additional hours should be requested and will be charged at £5 per hour, which is to be paid in advance.

Immediately inform us if you are unable to collect your child from nursery at the official time. A late collection fee of £5 will be applied if you are more than 15 minutes late.

We ask for a contribution of 50p per week for snacks

Monitoring and review

This policy is monitored by the Local Governing Body, and will be reviewed every three years or earlier if necessary.