

# **St. John Chrysostom Federation**



## **Charging Policy**

## **Basic Principles**

No charge can be made for education during school hours. 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. However, the Federation will always fund at least 50% if not all of the cost of the trip. 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**

Parents may be invited to make voluntary contributions to extend the value of school funds. If a particular activity cannot take place without some help from parents, this will be explained at the planning stage. If a planned activity has to be cancelled any monies received will be returned.

Parents may be asked to make voluntary contributions to school trips, visits or for practical activities such as technology. These contributions will not exceed the actual cost. Where an outside provider is used for out of school activities a voluntary contribution may be sought.

## **Residential Activities**

No charge is made for a residential activity taking place largely during school time where this charge is for education or for the cost of travel. In line with national guidance charges can be made to cover board and lodging. Children of parents receiving Pupil Premium have the right to claim free activities.

## **Breakfast Club**

St Chrysostom's run a breakfast club and an after-school club. The cost to attend breakfast club is £2.00 per session. The cost to attend after school club is £2.00 till 4.00pm and an additional £2.00 till 5.00pm. For families of more than one child the cost for any other children will be £1.00 per hour.

This charge covers the running costs of this club.

## **After School Clubs**

When financially viable after-school clubs are offered for children at no cost. If an afterschool activity is charged it is only done so to cover the cost of the coach or tutor and not with the intention to cover room hire, cleaning or to make a profit.

### **Breakages**

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

In case of financial difficulty parents should contact the Executive Headteacher or Head of School.

### **Subject Access requests (SAR)**

Section 15 of the GDPR Regulations states that a reasonable fee for an individual request of personal data may be charged. The fee for the administrative costs for a basic request will be £5.00 to cover the cost of reprographic charges related to the request.

This policy can be reviewed by the Policy Committee or Finance Committee.

Date Approved:	September 2021
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Approval : Finance Committee	