

# **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.

## **School Meals**

The Federation provides an in-house catering service the cost for a school meal is £2.50 per meal for a child and £2.85 for an adult meal.

## **Breakfast and Activity Club**

Both schools run a breakfast club. The cost to attend breakfast club is £2.50 per session.

St Chrysostom's after school club is provided by a third party and all bookings are made directly with them.

St John's run an after-school activity club, the cost to attend after this club is £2.50 till 4.15pm. This charge covers the running costs of this club. Staff who have children attend are offered clubs at half price.

### **After School Booster Clubs**

There is no charge for after-school booster club. All other sports after-school club are provided by a third party and costs are paid directly to them.

### **School Uniform**

School sell jumpers and cardigan at cost price, no profit to the Federation.

School jumpers are £9.50

School cardigans £11.50

Book bags £7.50 for large and £2.50 for small

### **School to School Support**

SJC Federation may on occasion offer support to other schools. Depending on the level of support, costs for this support will be normally be £500 per day. This cost will be agreed prior to support taking place. The Governing Body has the authority to allow support to take place and negotiate a cost but charges will not exceed this amount.

### **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. All requests are dealt with by our Data Protection Officer at Global Policing.

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

Date Approved:	September 2024
Date of review:	September 2025
Approval : Finance Committee	

