

St Richard's Voluntary Catholic Academy



Charging Policy

2019/20

Review date	January 2016
Agreed by Governors	Spring 2016
Next review date	Spring 2020

Information about the school's charging policy published in accordance with current national legislation on behalf of the Directors of this Academy.

1. **Educational School Visits** A number of educational school visits will be arranged each year involving groups of children. The school will invite parents to make voluntary contributions towards associated costs of travel, entrance fees etc., for these visits. **Children will not be treated differently according to whether or not their parents choose to contribute.** It is important to point out, however, that these visits can only take place if sufficient voluntary parental contributions are made. The school does try to subsidise all school trips so parents do not have to pay the full cost.
2. **Activities which necessitate payment by parent's** Non-voluntary contributions will normally be required of parents for the following:
 - a) Residential school visits involving board & lodging costs (The school will attempt to support pupils whose parents are receiving *Income Support, Family Credit, and Disability Working Allowance* or an income-based *Jobseeker's Allowance*, through fund raising.
 - b) Specialist performances, classes, workshops by visiting educational groups which are not required to fulfill statutory duties relating to the National Curriculum and RE;
 - c) Items or services, supplied by outside agencies but provided through the school *e.g. school meals, school uniform, breakfast club, books, etc.*
If these services eg school meals are not paid for in a timely manner the service will be withdrawn for that particular pupil until suitable payment arrangement have been made with the parents.
 - d) Activities which take place wholly/mainly outside school hours and which are not required in order to fulfill statutory duties relating to the new National Curriculum and RE, *e.g. concerts, tournaments, discos, theater companies etc.*
 - e) Costs of breakages, vandalism, lost-school-property (including books, PE kit, pencils, pens) where these have occurred because of deliberate pupil behavior.
3. **Specialist Individual Tuition** The school will ask parents to pay a contribution associated with individual tuition for
 - a) the playing of a musical instrument and/or
 - b) the pursuit of specialist sports training, whether in or out of school hours, where staff other than school staff have to be hired for the purpose and where this tuition is not required by the National Curriculum.
4. **School Fundraising** Each half term there will be a non-uniform day in return for a voluntary donation of a least 50p from participating children. School Fundraising is used to pay for items such as affiliation fees, insurance cover for special trips, Christmas festivities and other occasional small-cost demands.

- 5 **Donations to Charity** The school supports the **CAFOD** as its named Catholic Charity and will endeavor to raise donations for that fund each year. The school will also endeavor to support one other local charitable cause each year, at the discretion of the Headteacher.
- 6 **Hire of the school premises** - Please see Hire of premises and associated documentation
7. **Foundation Flexi Hours** Parents who wish to 'buy in' additional hours in the Foundation Stage will pay the going rate (term time only), in advance for that term, if places are available. Requests for parents to pay monthly will be considered by the school but at least $\frac{1}{2}$ of the full cost is to be paid in advance of the term starting.
8. **Telephone and Photocopying Charges** Although mobile phones are not allowed in school, staff can use them securely in the staff room during their lunchtimes or breaks. Any private phone calls or photocopying must be reported to the school office and an invoice will be raised at the minimum cost (incl. VAT).

The school is ever mindful of the many demands on parents for money. There is no wish to cause any embarrassment to any child over money (or the lack of it). Parents who are unable to meet specific requests for money are asked to contact their child's teacher, the school office or the Headteacher.