

PHOENIX COLLEGE



CHARGING POLICY

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Role:	School Business Manager
Approved by:	Governing Body
Date:	March 2018
Next review due by:	March 2019

PHOENIX COLLEGE **SCHOOL CHARGING POLICY**

The school will request voluntary contributions from parents towards activities organised by the school during school hours.

The school's private funds will support the funding of certain activities. Subsidies may be available for children whose parents are unwilling or unable to make voluntary contribution.

If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then the activity will be cancelled.

Optional trips wholly or mainly outside school hours will be charged at full cost. These visits will not proceed where full costs are not met by all those who wish to partake in the activity.

Full board/lodging and travel costs on residential trips will be charged, although families who are unable to meet the full costs should discuss the situation with the school. They will, however, be expected to pay a contribution. The school will use records of current students entitled to Free School Meals as confirmation of entitlement to any support that may be agreed.

The school may invite voluntary contributions towards the cost of ingredients, materials and equipment for items made at school where parents have expressed the wish to have the finished product.

The school may make charges for breakages and damage to property, including broken windows and removal of graffiti.

The school will charge for providing any instrumental tuition not part of the LA's peripatetic provision. Payment for a course of lessons must be made in full before lessons can take place.

This policy must be approved and reviewed annually by the Governing Body.

Reviewed March 2018

Next review date: March 2019

Signed: D Edwards – Chair of Governors