



# Charging for school activities Policy

Responsible - Leadership Team  
Last review: 2015/2016  
Next Review: 2019/2020

## CHARGING FOR SCHOOL ACTIVITIES

The Education Act 1996 sets out the position on charging in LA schools and this policy has been prepared in accordance with the charging and remissions section of the Finance Manual for maintained schools in Surrey and the latest DfE guidance.

Education provided by St Peter's is free of charge if it takes place wholly or mainly during school hours (school hours being those hours when a school is in session and not including the break in the middle of the day). However, the school reserves the right to seek voluntary contributions for the benefit of the school or in support of any school activity, whether during or outside school hours, residential or non residential. It will also invite parents to supply or pay for materials used by their child in school where they wish to own the finished product.

There will be no discrimination whatsoever should a parent decide not to make a voluntary contribution. The school however reserves the right not to pursue an activity if sufficient funds are not forthcoming.

The School may offer financial support where contributions towards the cost of school visits/activities are requested and suitable documentation is provided. Requests for such support must be in writing

If a deposit is paid for a trip which subsequently has to be cancelled, it may not always be possible to refund the deposit, for example if funds have been paid over to a third party.

If the correct paperwork is not completed by a parent/carer prior to commencement of a trip the school reserves the right to refuse to allow the student to participate in the trip and in these circumstances the cost of the trip will not be refunded.

Certain trips organised by the school will have 100% of costs that are classed as optional extras e.g. skiing trips. These trips are typically during school holidays but this may not always be the case. Financial assistance will not be offered for such trips. Payments towards such trips are not classed as voluntary contributions and refunds will not be made.