



# **The John Fisher School**

## **Charging and Remissions Policy**

**Responsible:** Governors' Resources Committee

**Review Period:** Annual

**Next Review Date:** February 2023

Nurturing young Catholic gentlemen  
Aspiring for Academic, Cultural & Sporting Excellence

## **Introduction**

The Department for Education (DfE) requires all schools to have a policy which describes the circumstances under which the school may or may not charge for services, trips and materials.

## **Charges**

The John Fisher School will levy:

1. A charge for all board and lodging on residential visits except where students are entitled to statutory remission.
2. A voluntary contribution for school activities in or outside school time for which compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding. No student will be excluded from such activity by reason of inability or an unwillingness to make a voluntary contribution. The Headteacher, Assistant Headteacher responsible for educational trips and visits and the School Business Manager will decide if an activity is viable. When the school informs parents/carers about a forthcoming activity, they will make it clear that the parents/carers of boys for whom the school receives Pupil premium funding may have the cost of the activity paid for from that fund.
3. A charge for the replacement or repair cost of any book, instrument, fixture, fitting or other article damaged or lost through deliberate or careless behaviour of a student.
4. A charge no greater than £10 as costs for the photocopying of a student's records should a parent/carer make a Subject Access Request to have sight of these. (Subject to the provision of the General Data Protection Regulation (GDPR) 2018)

## **No Charges**

The John Fisher School will not make a charge:

1. In respect of essential books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory Religious Education and RHSE or in preparation for prescribed public examinations or courses taught in school, except where parents/carers have indicated in advance that they wish to make a purchase.
2. For examination entries except where the school has already paid once for a student to take the same exam, but the student has requested, and been given permission to re-sit the exam to improve their grade.

The John Fisher School will always act in accordance with guidance provided by the Department for Education (DfE) in force at the time.