

THE TONBRIDGE FEDERATION



CHARGING POLICY

School in which policy applies:	HUGH CHRISTIE SCHOOL
Date written:	September 2021
Date agreed by Governing Body:	September 2021
Date of renewal:	September 2024
Senior member of staff with oversight:	Head of School
Governor with oversight:	Malcolm Cole

We aim to provide a broad, balanced curriculum for all the children and students within our care. Trips and visits are essential to broaden experiences and improve learning and understanding and form a context around the learning.

However, it is recognised that many educationally valuable activities have been, and will continue to be, dependent on financial contributions in whole or part from parents and carers. Without that financial support, the schools within the federation would find it difficult to maintain the quality and breadth of educational experiences provided for the children and students.

1. Day and part day educational visits / Curriculum visits

For visits occurring during school time which are integral to the delivery of the curriculum (e.g. a Geography field trip), the Head of School or visit organiser will invite a **voluntary** contribution from parents and carers to meet some of the cost of the visit. Every effort will be made to keep these costs as low as possible. For students with Free School Meals, Pupil Premium funding will be used to support the costs of these trips.

For visits occurring during school time which are designed to enhance the delivery of the curriculum, but are not essential, the Head of School or visit organiser will invite a **voluntary** contribution from parents and carers to meet the cost of the visit. Every effort will be made to keep these costs reasonable.

Where voluntary contributions are insufficient to cover the costs involved in visits which are not integral to the delivery of the curriculum, the visit or activity may be cancelled.

2. Swimming lessons

The Head of School will invite parents to make a voluntary contribution to cover the cost of the travel.

3. Residential visits outside school time / Additional curriculum visits & experiences

For trips and visits that are additional to the core curriculum (e.g. Ski trip), parents and carers will be charged for the full cost of the visit. Charges may be waived or reduced for children whose parents or carers write to the Head of School or visit organiser requesting special consideration due to financial difficulties.

Pupil Premium money may be put towards such trips and visits after discussion between the school and parents/carers.

4. Instrumental music tuition

Teachers from the County Peripatetic Music Service provide tuition lessons in many musical instruments including the violin, cornet, flute, clarinet and cello

during the school day. Parents are requested to cover the full costs of these lessons.

5. Netbooks at Hugh Christie

Parents will be asked for a payment towards the cost of their child's netbook. This will either be a one off payment or phased over three years by a standing order payment or monthly payment via Parent Pay.

6. Classroom materials

Long Mead:

In general, no charge is made for materials and equipment at Long Mead. However, where parents would like to possess the finished article, the school reserves the right to make a small charge for the materials used.

Hugh Christie:

In general, no charge is made for materials and equipment at Hugh Christie. A voluntary contribution may be requested from parents of students towards the cost of materials or food ingredients in Design Technology.

Those students studying Art and Design may be requested to make a voluntary contribution towards the cost of materials as required. Materials for GCSE and 'A' level projects in practical subjects are priced on an individual basis and charged accordingly.

Students will be charged the full cost of additional revision materials and resources in preparation for the official examinations.

This policy will be reviewed annually by the Governors and may be amended if appropriate. Any eventuality not covered for by this policy will be considered by the Head of School and Governors and a decision made in line with the LA Policy on Charging.

Last Review Date: Autumn 2021

Next Review: Autumn 2024