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## **POLICY ON CHARGING AND VOLUNTARY CONTRIBUTIONS**

### **Introduction**

The Governing Body recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities. However due to the limited funds in the delegated budget the Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school. The Governing Body will, from time to time, review and amend the categories of activity for which a charge may be made.

Where permitted to do so under current legislation it is the Governor's policy to charge the full cost or to ask for a voluntary contribution equivalent to the full cost for all activities, visits etc. outside school premises, so that, as far as possible, all such activities are self-financing. In line with legislation, Governors regard all visits outside term-time, at weekends, involving an overnight stay or held wholly after the end of the normal school day as being chargeable. A proposed visit for which voluntary contributions are requested may be cancelled if insufficient contributions are forthcoming.

### **Instrumental tuition**

The Governors make available facilities for instrumental tuition by the Kent Music School and other peripatetic music teachers. Parents shall be responsible for meeting the tuition fees charged.

### **Physical education and sports**

From time to time pupils will be permitted to participate in physical education and sporting activities arranged in outside facilities as an alternative to the in-school PE and games activities. Parents shall be responsible for any fees charged by these outside organisations.

### **Materials for practical lessons**

The Governing Body reserves the right to charge for ingredients, materials or equipment (or the provision of them by parents) or require them to be provided if the parents have indicated in advance that they wish to own the 'finished product'. This is mainly applied to the cost of materials/ingredients for: art, design & technology, food & nutrition and science.

### **Broken equipment (replacement) or damage to the fabric of the school**

The Governors will allow all departments to ask pupils and/or their parents to contribute towards the cost of replacement or repair of items where these were damaged or broken as a direct result of misconduct on the pupils' part. This does not in any way detract from the teaching staff's duty to brief pupils thoroughly and to manage a calm and safe working environment for the pupils.

## **School Voluntary Fund**

Parents shall be requested to contribute an annual or termly sum per child to the School Voluntary Fund. The contributions requested for the following academic year shall be notified by the Headteacher during the Summer Term.

The School Voluntary Fund shall be spent both on items that are of benefit to the whole school and on items which benefit individual pupils, principally those whose families are in financial difficulties. The Fund shall be spent on a variety of items, including:

- equipment, books etc. for the school which are not covered by public funds;
- sports coaches and contributions to the expenses of teams or individuals in competitions;
- help to families who cannot afford to purchase school uniform or other essential items.
- subsidising school visits and other extra-curricular activities including covering all or part of the costs attributable to pupils who would otherwise not be able to participate;
- prizes at Awards Evenings;
- help with university interview expenses when pupils find it difficult to meet the costs.

The fund shall be audited by an external auditor each year.

## **Remission of charges/contributions**

The Governing Body may remit in full or in part the cost of any activity for particular groups of parents, for example, in the case of family hardship. When arranging a chargeable activity such parents will be invited in confidence for the remission of charges in full or in part. Consideration of requests and authorisation for such remission has been delegated to the Headteacher. Costs remitted shall normally be balanced by a payment from the School Voluntary Fund.

