Christ Church and Holy Trinity CE Primary Schools
Governors Charging and Debt Policy
January 2026

Our Schools Mission Statement

Christ Church and Holy Trinity Schools are dedicated to providing a nurturing environment in which all children have the opportunities to reach their maximum academic, social and spiritual potential. Excellent teaching, learning and relationships are at the heart of our two schools.

Introduction
All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.

Voluntary contributions for activities as part of the Curriculum
When organising educational visits or workshop activities which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the activity. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel the activity.
If a parent wishes their child to take part in an educational visit or event, but is unwilling or unable to make a voluntary contribution, the child is still allowed to participate fully in the trip or activity as long as parental consent has been given.
If appropriate and funds allow, the School Voluntary Fund may pay a proportion of the costs in order to support a visit. Parents have a right to know how each trip is funded.

Music Tuition
All children study music as part of the normal school curriculum. We do not charge for this.
There is a charge for individual or group music tuition. This charge is paid directly to the individual peripatetic music teachers assigned to teach individuals or small group lessons on the school site.
Extra-curricular clubs such as band and choir are available for sign up on the School Comms system for each child.
We will half fund up to 10 children per academic year who are less able to afford private music tuition.

Swimming
The school organises swimming lessons for two year groups of children per term. Lessons take place in school time and are part of the National Curriculum. We will ask for a voluntary contribution to cover the cost of provision of a specialist teacher, the hire of the pool itself and certificate and badge if attained at the end of their course of lessons. We inform parents when these lessons are to take place.

Optional Extra Activities
(Activities which take place wholly or mainly outside school hours and are not required in order to fulfil statutory duties relating to the National Curriculum or to Religious Education)
It is the governors' policy to charge for such activities organised by the school. The basis for calculating the charge will be proportionate for each participating pupil for travel, board & lodging, materials, books, equipment, entrance fees and insurance.
The following is a list of additional activities organised by the school, which require voluntary contributions from parents. This list is not exhaustive:
• Sporting activities which require transport expenses;
• Residential trips;
• School trips;
• Musical events

Activities not run by the School or LA
When an organisation acting independently of the school or LA arranges an activity to take place during school hours and parents want their children to join the activity, such organisation may charge parents for example; Christmas Pantomime.

Residential Visits
The school organises an annual residential visit for Year 4, Year 5 and Year 6 pupils. The cost of this trip includes board & lodging, transport, materials, entrance to any sites visited and charges for any activities to be experienced.
The governors' policy is for the school to cover the cost of any additional teacher time necessary to lead the trip or subsequent follow up work.
Parents will be given the option of a payment plan to spread the costs of the residential visit. Any parent who feels that they will not be able to contribute fully to the cost of the trip should speak with the Federation Head Teacher, Head of School or Business and Finance Manager in confidence. They will be asked to pay the initial deposit and the balance will be covered by means of invoicing the CC Trustees.

Clubs
Clubs must be paid for in advance of a child attending the club. If a parent is unable to pick their child up for any reason at the end of the school day they must call the office in advance to let the office know that they will be running late or direct the office to book their child in to after school club and log in to school comms to pay off the club as soon as they are able. If there are 3 or more occurrences in one month where a child is not picked up and the school is not informed by the parent that they are running late, this will be treated as a safe guarding issue and the relevant steps will be taken.
If payment falls behind more than a month then a letter is sent home via the child's school bag.
If payment is still not made the School Business Manager will contact the parent/guardian by telephone to establish the reason and work out an action plan from there.
If you are experiencing financial difficulties, please contact the School Business Manager as soon as possible in order that we can work together to reach a mutually acceptable agreement.
The Federation Head Teacher will provide the Governing Body with details of any outstanding clubs debt and the current position with regard to such debt three times a year at the Resources Committee meeting of the Governing Body. It is the Governing Body's responsibility to ensure that this policy is applied fairly and consistently in order that the school budget is used to provide for children's learning and not to pay costs incurred by non-payment of clubs.

Other Costs
The cost of ingredients, materials, equipment etc. needed for practical subjects such as food technology or Design Technology is budgeted for and borne by the school.

Breakages & Fines
The Governors reserve the right to ask parents to pay for the cost of replacing any item that is deliberately broken or damaged, such as:
- Broken windows
- Defaced, damaged or lost reading books - £3 minimum charge
- Any item damaged as a result of unsatisfactory pupil behaviour.

Special Needs
The governing body confirms that no pupil with special needs or disabilities will be treated any differently than any other pupil. The school will take all reasonable steps to avoid putting children with special needs at a substantial disadvantage.

Signed: *Avis Hawkins* *13/01/2026*

Name of School	Christ Church & Holy Trinity CE Primary Schools
Policy review Date	20th January 2026
Date of next Review	January 2027
Who reviewed this policy?	Governing Body, Resources Committee and Avis Hawkins
Ratified by the Governing Body	*27th January 2026*