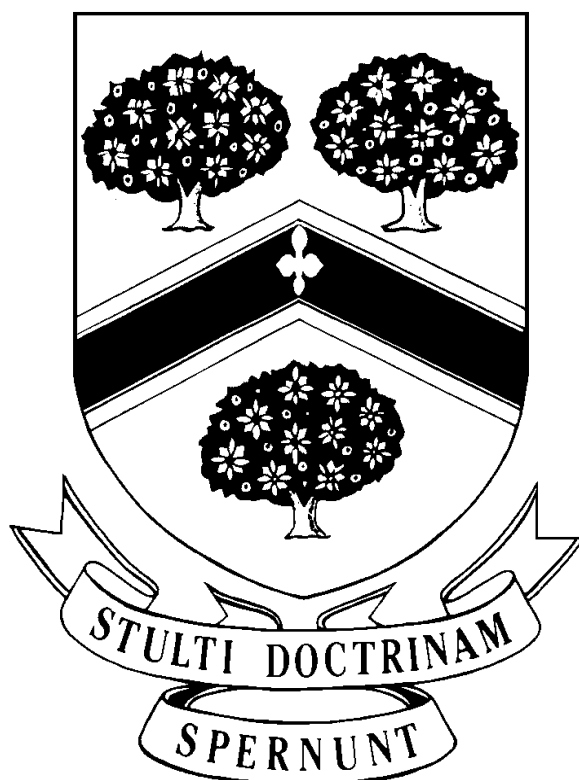


THORNTON GRAMMAR SCHOOL

**A SPECIALIST SPORTS, SCIENCE & APPLIED LEARNING
TRUST SCHOOL**



FOUNDED 1673

POLICY FOR CHARGES AND REMISSION

REVIEWED: MARCH 2010

POLICY FOR CHARGES AND REMISSION

SUMMARY

- Educational tuition is free.
- Entry to Thornton Grammar School will not be by payment.
- The school will provide free **all** books, **materials, instruments** (when available), **equipment** and essential protective wear to enable students to complete their course of studies. It is expected students will provide their own basic materials.
- Individual school organisers are **NOT** provided by the school and remain the property of each student.
- Individual music tuition may be charged for.
- School transport during lessons is free.
- The school can charge or request the supply of ingredients and materials, parents will own the final product.
- No charge can be made for activities which take place out of school:
 - a) part of an examination course;
 - b) part of National Curriculum requirements;
 - c) part of statutory duties of RS provision.
- Participation in optional extra activities (Trips) is according to **parental choice** and they may be charged.
 1. **All** trips should be agreed by the Deputy Headteacher (Pastoral) and those of residential nature by the Deputy Headteacher and Governing Body.
 2. Every trip (all types) should be notified to the Finance Office using a Trip Information Form (see end of this document).
 3. Financial deadlines should be met by the trip organiser, so as not to negatively impact on School Finance.
 4. The Finance Department is **NOT** responsible for management of the trip and in particular for the non-payment by students.
 5. The Finance Sub-committee of the Governing Body will monitor and hold to account those responsible when a trip operates at a significant loss.

For Optional Extra activities (Trips) the charges may **not** exceed actual costs (**a profit cannot be made**). Any such monies should be returned to parents at the conclusion of the trip pro rata.

The cost can include:

- a) travel costs;
 - b) subsistence costs;
 - c) materials, books, instruction;
 - d) non-teaching staff costs;
 - e) entrance fees;
 - f) insurance costs;
 - g) additional teacher/instructor costs.
- Parents on Income Support or Family Credit will not be charged for:
 - a) subsistence on school trips;
 - b) individual music tuition;
 - c) Public examination entry fees (except for recovery of wasted examination fees).
 - The cost of supply staff cannot be built into the cost of a trip. (DfES ruling October 2002).
 - Accurate accounts for each trip should be logged with the Finance Manager no later than two weeks after the return of the trip. (Simple income/Expenditure sheet with receipts). This is the responsibility of the trip leader.

- All payments for trips must be made direct to the Finance Office by students.

DEPARTMENTAL CHARGING POLICIES

- Some departments will **encourage students to purchase additional equipment/texts**; these will remain the property of the individual student.
- Lost text books will be charged for.
- Individual cases of hardship with regard to the above will be considered sympathetically by the school.

EXAMINATIONS

- No pupil will be charged for an examination fee for a course the pupil has followed at school unless the pupil is expected not to **pass** owing to:
 - a) lack of attendance;
 - b) insufficient quantity of work produced;
 - c) poor quality of work;
 - d) course work not completed or handed in on time.
- If the school does not enter the pupil for an examination the parents can insist on entry but they will have to pay (except if they are on Income Support or Family Credit).
- If a pupil is entered for an examination and does not attend the examination or fails to meet the coursework required, the parents will pay the fees for that examination unless there are good reasons which include:
 - a) medical.
 - b) financial.
 - c) personal circumstances.
- Examination re-sits will be chargeable; this will be agreed in discussion with individual students/families
- Some departments may charge for module/unit resits, i.e. GCSE Modular course, AS/A2 units. The initial entry will not be charged.

Recovery of wasted public examination fees

If a pupil fails without good reason to complete the examination requirements for any public examination for which the school has paid - or is liable to pay - an entry fee, then the fee will be recovered from the parent. Failure to complete the examination requirements might include failure to complete the coursework requirements and/or failure to sit the final examination(s).

The criteria of what constitutes a good reason for failure to complete the examination requirements are as follows:

- a) medical, supported by a medical certificate issued by a doctor.
- b) financial constraints.
- c) personal circumstances.

All requests for the payment of examination fees will be taken on their merit and the final decision will be made by the school.

SCHOOL ACTIVITIES

The Education Reform Act of 2002 sets out the law on charging in all Foundation Schools.

The objectives of the charging provisions in the 2002 Act are:

- to maintain the right to free school education;

- to establish that activities *offered* wholly or mainly during normal teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost;
- to emphasise that there is no statutory requirement to charge for any form of education or related activity, but to give the school the discretion to charge for optional activities provided wholly or mainly out of school hours;
- to confirm the right of the school to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.

SCHOOL ADMISSIONS/FREE EDUCATION

The Governors will apply reasonable criteria for deciding which pupils to admit if the school is oversubscribed. The school will not operate criteria which takes account of a parent's willingness or ability to make a contribution.

The exceptions to the principle of free education are:

- a) that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours, except where it is provided to fulfil the requirements for a syllabus for a prescribed public examination or the requirements of the National Curriculum when it must be provided free. If a charge is to be made, parental agreement will be obtained before the tuition is provided;
- b) that the school may charge for adult or other non-school education provided on the premises during school hours.

Transport

Any transport provided in school hours by the school to carry pupils between the school and any other place where education is to be provided by the school, will be provided free of charge. However, if a pupil makes use of transport not provided by the school to travel direct from home to an activity sanctioned, though not provided by the school, then parents will be asked to meet the cost of such travel.

An example of this would be travel direct from home to work experience or a work related placement. This will be reviewed in cases of extreme hardship or when the cost between the home and the placement exceeds that between the home and the school (i.e. additional travel costs).

Ingredients and Materials

The school will be prepared to provide or pay for any ingredients, materials, equipment etc. needed for practical subjects such as Technology (Food, Resistant Materials/ Textiles). Parents who are willing to contribute in cash or in kind are encouraged to do so on a voluntary basis. The school may charge for, or require the supply of, ingredients and materials if parents have indicated in advance a wish to own the finished product.

EDUCATION OUTSIDE SCHOOL HOURS

Free Education

No charges will be made for education provided outside school hours for pupils of Thornton Grammar School where the education is provided:

- a) to fulfil any requirements specified in the syllabus for a public examination;
or
- b) to fulfil National Curriculum requirement; or
- c) to fulfil statutory duties relating to religious education.

In these circumstances the only charges which may be made relate to the cost of board and lodging on residential visits.

Optional Extras

Charges may be made for education provided for pupils at Thornton Grammar School outside school hours if the provision does not come within any of the categories outlined and is an "optional extra". An activity which takes place **during school hours cannot** (8.15am – 2.30pm), by definition, be an optional extra.

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet such charges as are made. The agreement of parents is therefore a necessary pre-requisite for the provision of an optional extra for which charges are to be made.

Any charge made in respect of individual pupils may not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils willing to participate. It may not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge. Any subsidies must come from school funds, or from voluntary fund-raising.

The cost can include an appropriate element for:

- a) a pupil's travel costs;
- b) a pupil's board and lodging costs;
- c) materials, books, instruments and other equipment;
- d) non-teaching staff costs;
- e) entrance fees to museums, castles, theatres, etc;
- f) insurance costs;
- g) **specialist staff.**

Staffing levels for school trips will be in line with current Health and Safety recommendations.

There is no requirement to charge for optional extras. When the school has funded an activity from within its budget or from other funds at its disposal, the school will decide whether the cost should be passed on in full or in part to parents.

BOARD AND LODGING

Residential Activities

Where a school activity involves pupils in nights away from home, the school can make a charge for board and lodging.

Special arrangements will apply for pupils whose parents are in receipt of income support or family credit. The school will remit any board and lodging charges in their case if the activity is deemed to take place in school hours, or if it is out of hours but covered by the criteria set out in the section entitled "Free Education". In other circumstances subsidy or remission is at the discretion of Thornton Grammar School.

The school may not always have comprehensive information about families where parents are in receipt of supplementary benefits. When the school intends to undertake an activity where a charge for board and lodging can be made, the Headteacher will advise all parents that anyone in receipt of family credit or income support may be entitled to claim remission.

Voluntary Contribution

The restriction on charging for school activities does not in any way prohibit or restrict the school from seeking voluntary contributions for the benefit of the school or in support of any school activity. Such contributions must, however, be genuinely voluntary. The terms of any request for contributions will make it clear that:

- a) there is no obligation to contribute;
- b) pupils will not be treated differently according to whether or not their parents have made a contribution.

If the activity cannot be funded without voluntary contribution, the Headteacher will make this clear to parents at the outset. An initial letter to explain the nature of the proposed activity and its likely value in educational terms would be sent to parents. It would then indicate the contribution per pupil which would be required if the activity were to take place. It will emphasise that there is no obligation to contribute and that no pupil would be omitted from the activity because his or her parents were unwilling or unable to contribute but it would be made equally clear that the activity would not take place if parents were unable to support it.

There is no limit to the level of voluntary contribution which parents or others can make to school activities, nor is any restriction placed upon the use which can be made of such contributions. A request for a contribution towards the cost of a particular activity could include the cost of subsidising pupils from low-income families, **or the cost of travel for accompanying teachers.** Alternatively, parents could be asked to contribute towards part of the cost at the time of the visit or activity, and **the rest could be met from the proceeds of general funds.** The transport costs of an excursion could be met out of other sources, then the parents of the children taking part in the excursion could be asked if they will help with other costs such as entrance fees.

Breakages and Fines

Parents will be asked to pay for the cost of replacing broken windows or defaced, damaged or lost books, property or equipment where this is the result of a pupil's behaviour. Pupils of low income families may be asked to pay only part of the cost, the amount being determined by the school according to individual circumstances. Parents of students will be billed for the cost of repairs.

Recovery of Sums Payable By Parents

Any sums payable by parents for wasted examination fees, for optional extras to which they had agreed, for board and lodging or for wilful damage shall be recoverable summarily as a civil debt.

TRIP INFORMATION

Name of Trip		
Date(s) of Trip		
Staff member full name		
Total cost (£)		
Number of pupils		
Cost to pupils (£)		
Breakdown of funding EG Pupils/departmental		
Cost centre (To be completed by Finance staff)		Frequency of update To staff eg Daily/Weekly
EXPENDITURE Travel(eg coach hire/minibus) Accommodation Other		
DEPUTY HEAD TEACHER (PASTORAL) AUTHORISATION	NAME SIGNATURE DATE	
GOVERNING BODY AUTHORISATION	NAME SIGNATURE DATE	

Please complete and return this form to the finance office.

It would also be helpful if you could provide a copy of any letters given to students with regards to this trip along with any documentation confirming bookings etc. Thank you.