

Wolverhampton Girls' High School
Policy On Charging And Remissions



Policy Reviewed: May 2019

Policy Review Date: May 2022

In accordance with the requirements of the Education Act 1996, The Governing Body of Wolverhampton Girls' High School sets out below its policy on charging and remissions for school activities:

Admission

No charge is made in connection with admission to the school.

External Students

Where a student from another school is accepted to study one or more of their subjects at Wolverhampton Girls' High School a charge will be made to their home school in accordance with the city-wide agreement for secondary schools.. In such cases it is then deemed that the clauses within this policy would be applied to that student exactly as they would to a full time student of Wolverhampton Girls' High School.

Materials and Equipment

No charge will be made for any books, materials, instruments, equipment or transport in connection with the education of the students of Wolverhampton Girls' High School if the education is:

- within school hours;
- for the National Curriculum programme outside school hours;
- for statutory religious education;
- for a prescribed public examination prepared for by the school.

Finished Products

Where parents/carers express a wish to have a finished product made at school (e.g. in art or technology lessons), a charge may be made at cost price. Parents/carers will be informed in advance of the charge which will be made for the product.

Musical Instrument Tuition

The school will charge for any costs associated with tuition, either individual or in small groups up to and including four students, in the playing of musical instruments or singing, whether in or out of school hours, (unless it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum). This will include a charge made for the maintenance of musical instruments provided by the school.

Examinations

No charge will be made for entry to a prescribed public examination if it is part of the school's curriculum and the student has been prepared for the examination by the school. However, where the student, without good reason, fails to attend or to meet the requirements of the examination (e.g. fails to submit coursework) the examination fee will be recovered from the parents/carers or the student.

It will not normally be the school's policy to provide further preparation for re-sits of prescribed public examinations and so the cost of entering a student for a re-sit examination will be passed on to the parents/carers or the student.

If a student or their parents/carers consider it to be in the best interests of the student to request that an examination is re-marked, any fees involved must be covered by the student or their parents/carers. This includes cases where students or parent/carers request a review of internal Non Examination Assessment (NEA) marking undertaken by the school. In these cases fees will be charged equivalent to those incurred for the other examination components within the award. If the awarding body changes the overall grade of the result, the school will not be charged by the awarding body and the fees will be refunded. In cases where an internal review has taken place and a grade has been changed the fee will be refunded as an act of goodwill by the school.

The school will make a charge to the parents/carers or the student for entry to a public examination if it is not part of the school's curriculum, and also for any cost incurred in preparing the student for such an examination out of school hours.

The school will make a charge to the parents/carers or the student to cover the actual cost incurred for entry to BMAT, UKCAT, STEP or other similar university admission examinations.

If the school agrees that external candidates may sit public examinations at the school (where they have not studied the subject at the school) a charge will be made to the parents/carers, or the student, for the cost of the examination entry. Further fees will also be charged to cover any associated costs incurred by the school for invigilation, rooming, additional access arrangements or other associated costs incurred in making the necessary arrangements for the external candidate. The school will expect any external candidates to adhere to the external and internal deadlines for notification for special consideration and any other deadlines. A failure to do so could mean that the school refuses to continue to accommodate the candidate. In this case any fees will be returned, minus any costs already incurred by the school.

The school may also charge an administration fee in all of the circumstances above.

Transport

A charge may be made for transport to and from home to any activity not provided by, but permitted by, the school (e.g. work experience placements).

Board and Lodging

A charge will be made for board and lodging on residential educational visits and activities, but parents/carers who qualify for prescribed benefits and allowances are entitled to a remission of the charges.

Voluntary Contributions

The majority of visits and activities organised both inside and outside school time depend upon there being sufficient funds available. The school may, therefore, invite voluntary contributions from parents/carers to help meet these costs in order to ensure that the visit or activity goes ahead.

Such visits and activities will be available to all students regardless of their parents/carers' ability or willingness to contribute. If there is insufficient funding for an activity, then it will be cancelled.

Pupil Premium

Students for whom the school receives Pupil Premium Grant will be entitled to remission of certain charges including, but not limited to: group music tuition lessons, travel to school costs, uniform and educational trips and visits.

Other Special Circumstances

Any requests received from parents/carers of students who are experiencing hardship will be considered on a case by case basis and following consideration of the evidence provided, the Headteacher will determine if they are entitled to remission of certain charges including but not limited to: group music tuition lessons, uniform, travel to school costs and educational trips and visits.

Third Parties

Charges levied by a third party in organising any activity during school hours will be passed on to the parents/carers of those students taking part.

Other Permitted Charges

The school is permitted to make the following charges:

- Costs of lost, destroyed and damaged school property and breakages;

- Costs of lost, damaged or unreturned IT equipment that has been loaned to the student;
- The cost of optional extras provided outside school hours (or mainly outside school hours), but the charge must not exceed the cost of the provision, and parents/carers must agree to their child receiving the optional extra.

In all cases where a permitted charge is likely to be made the parents/carers will be told the amount in advance.