



# Sandbach High School

and Sixth Form College

Our Academy, Our Future

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## CHARGING FOR SCHOOL ACTIVITIES

### The purpose of this policy is to ensure:

the right to free school education is maintained

that activities offered wholly or mainly during normal teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.

that there is no statutory requirement to charge for any form of education nor related activity, but to give schools the discretion to charge for optional activities provided wholly or mainly out of school hours.

the right of schools 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.

### THE GOVERNORS' SCHEME ON CHARGING AND REMISSIONS

The Governors

- a. Have adopted a charging policy for the school whereby parents may be charged for any or all of the permitted items listed below:
  - Board, lodging and transport on residential visits.
  - Any costs linked with individual tuition (curricular or extra-curricular) associated with the playing of a musical instrument.
  - Activities which take place wholly or mainly outside school hours and which are not provided as part of the syllabus for a prescribed public examination and are not required in order to fulfil statutory duties relating to the national curriculum or to Religious Education.
  - The cost of entering a student for a public examination not prescribed in regulation, and for preparing the student for such an examination outside school hours.
- b. Have adopted a remissions policy which provides, as a minimum, for the remission of board and lodging charges for students on residential trips whose parents are in receipt of income support or other appropriate benefit.

### FUNDING ACTIVITIES

The Governors' policy for funding activities for which the costs cannot be met from the school's budget is to seek voluntary contributions from parents, subject to the conditions set out in this document. The following letter will be adapted for this purpose.

Dear Parent /Carer,

As part of the GCSE Geography syllabus your daughter has been studying a unit on coastal morphology and management. In order to facilitate firsthand experience of some important case studies, and to consolidate our class room based learning we will be taking all of our Year 10 Geography students to Crosby and Ainsdale on Friday 9 May.

Students will explore a number of coastal locations on foot and will also carry out some practical fieldwork. Students will also complete a workbook during the day, which will be assessed upon their return. Transport will be by coach, fitted with seatbelts which must be worn at all times. We will depart from school at 8.45am and return at approximately 3.15pm.

The cost of this visit will be £7 which covers transport to and from the coast. If you have been informed by the school that your daughter is eligible for Pupil Premium, the Academy will cover half of the cost of this trip. Your daughter will be required to take a packed lunch. There will be no requirement to wear school uniform but clothing and footwear suitable for a day outside must be worn, and a waterproof is essential for this visit.

If you would like your daughter to participate in this trip, please complete and return the permission slip overleaf to the Finance Office by Monday 5 May. Please remember that a place on any school trip is subject to your daughter's continued good behaviour. In exceptional circumstances a place on a trip may be withdrawn, in which case any monies paid will be refunded in full. If you have any further queries regarding this trip please do not hesitate to contact me at school.

## **Sefton Coast Geography GCSE Field Trip**

I give permission for my daughter .....Form.....

to take part in the above named trip.

I enclose a payment of .....

I have paid by Parent Pay

Please complete emergency contact details.

Name of contact	Home Tel.	Mobile/Work

Please tick  if these contact details have changed since the start of this academic year.

Details of any medical condition which staff need to be aware of.....

.....  
.....

Signed.....Date .....

**Please return the above slip to the Finance Office by Monday 5 May**

c. With trips where there is an allocated number of places then the following sentence must be included in the letter so as not to discriminate against some students:

The total cost of the trip is £ . At this stage we are requesting a non-returnable deposit of £, the balance to be paid by \_\_\_\_\_INSERT DATE\_\_\_\_\_. If after this date the trip is over subscribed then lots will be drawn to allocate places. If your daughter is not allocated a place from the draw then the deposit will be refunded.

d. Residential trips – all balances to be paid in full six weeks prior to departure, unless in exceptional circumstances when a payment plan must be arranged and authorised by the SBM/FM. Failure to adhere to the payment terms could result in withdrawal from the trip.

- e. When staff are organising a school trip they should consult with the Deputy Heads/Achievement Co-ordinators so that they do not give permission to a student who is not allowed for a variety of reasons such as behaviour

### **PAYMENT FOR EXAMINATION ENTRY**

The Governors' policy on the payment of fees for external examination entries will be as follows:

- a. No examination entry fee may be charged to the parents or student for the first prescribed public examination in a subject for which the student has been prepared wholly or partly at the school. Students/parents will be charged the cost of entry for a prescribed public examination for which no preparation has been provided by the school.
- b. The Headteacher will enter a student for a prescribed public examination for which she has been prepared by the school unless there are educational reasons for not doing so, or the parents request in writing that the student not be entered.

The school will enter students for examinations provided that:

- They have completed all parts of the assessment process
  - They have attended school regularly.
- c. The Headteacher will decide whether there are educational reasons for not entering a candidate. These decisions are subject to appeal to the Secretary of State on grounds of unreasonableness. There is no right of appeal to the LEA.
- d. If the Headteacher decides on educational grounds not to enter a student because it is not possible to sign the entry to the examination board confirming that the student is a suitable candidate, it is neither lawful nor reasonable to enter the candidate on payment of the fee by the parent. Parents will, however, be informed of the school's decision at the earliest opportunity.
- e. Recovery of the examination entry fee from the student or parents will be sought by the Headteacher as a civil debt if the candidate fails, without good reason, to complete the examination requirements e.g. by failing to complete sufficient coursework, not turning up for examinations without due reason such as illness. Parental agreement, in advance, to ensuring completion of coursework and to reimbursement of the fee if coursework is not completed, will be sought as a condition of entry in exceptional cases, when parents press the school to enter a student who has fallen behind with coursework.
- f. The cost of re-scrutinising any prescribed or non-prescribed examination result, at the parents' request, will be passed on to the parent.
- g. A charge will be made for the entry fee to any non-prescribed public examination, whether or not the student has been prepared for the examination at the school.

### **RESITS**

Recent changes to the examination system at GCSE and Advanced Level have seen the introduction of a more modular approach in many subjects. Increasingly, students now gather marks from a series of examinations as they go along, and at the end of their courses the marks are translated into a final grade. All the major examination boards have made provision for students to resit individual modules in a bid to improve their grades if they wish to do so.

It is within this context that Governors have come to the following decision:

- a. Students will have their initial examination entries paid for in full by the school. Resits of complete subjects or individual modules will, however, only be funded in exceptional

circumstances at the discretion of senior members of staff (the Head, Deputy and Assistant Headteachers with responsibility for Sixth Form). Any other students wishing to retake examinations may of course do so but will be expected to pay for the entry.

- b. Fees for resits will be charged at the published cost (current at time of entry) of the unit/course. Additionally a £5.00 administration charge per unit may be added to the cost of resits.
- c. Candidates will be charged the full cost of a resit unit/course where they withdraw from the examination beyond the published refund date.