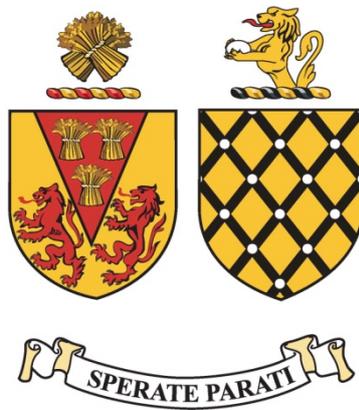


WATFORD GRAMMAR SCHOOL FOR GIRLS

Charging & Remissions Policy



Date of issue:

March 2015

Adopted by Board of Governors: tbc at July 15 Gov meeting

Review date:

March 2017



Watford Grammar School for Girls recognises that it is the right of every student to receive a free school education and that activities offered wholly or mainly during normal teaching time must be offered to all students regardless of their parents' ability or willingness to help meet the cost. The school may charge for activities outside of school hours where these are not a necessary part of the curriculum.

The Board of Governors has agreed the following charging policy:

Voluntary Contributions

The Head or Board of Governors may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then it will be cancelled.

(See Appendix 1 – Statement of Charges, Fees and Contributions)

Residential Trips

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements, but may ask for a voluntary contribution.

Where the trip takes place wholly, or mainly, during school hours, parents who are in financial hardship may write to the Headmistress asking for financial assistance.

Refunds

Where an activity makes an unexpected surplus of £5 or more per pupil the school will consider making a refund. Surpluses will be reimbursed in 'round amounts' only, e.g. £3 not £3.29.

Where a refund is offered, the accompanying letter will indicate that 'a surplus of £x has resulted and that if the parent / guardian would like to take advantage of it they should contact the office by a date 'x' weeks in advance. If the school is not contacted by that date it will assume that the refund has been donated to school funds.'

Instrumental Music Lessons

Charges are levied in respect of individual music tuition and group music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the pupil. Payment is set by the peripatetic music teacher and paid by the parent direct to the tutor.

Public Examinations

No charges may be made for entering pupils for public examinations that are set out in Regulations.

However, parents may be charged under the following circumstances:

- if the examination is on the set list, but the pupil was not prepared for it at the school;
- if the examination is not on the set list, but the school arranges for the pupil to take it;
- if a pupil fails without good reason to complete the requirements of any public examination where the Board of Governors originally paid or agreed to pay the entry fee.
- Pupils re-sitting examinations
- Where parents/pupils have requested that an examination paper be returned or remarked

Charges may not be made for any cost associated with preparing a pupil for an examination. However, charging is allowed for tuition and other costs if a pupil is prepared outside school hours for an examination that is not set out in Regulations.

Materials and Textbooks

Charges may be made for the following:

- Where a pupil or parent wishes to retain items produced as a result of art, craft and design, or design and technology, the school may request a voluntary contribution.

Textbooks are provided free of charge, but in some subjects, additional revision guides and teaching materials are available, for which a charge is made.

- Students may be requested to purchase textbooks where:
 - They are likely to annotate books
 - They are likely to retain them on completion of the course
 - Where they are additional to the resources provided by the department.

Lockers

A small charge is made to pupils for the hire of lockers. This is payable on entry to the school in Y7 for the five years of compulsory school attendance, and on entry to the Sixth Form for the two years of advanced level studies.

Activities Outside School Hours

No charge will be made for activities outside school hours that are part of the National Curriculum or Religious Education, or that form an essential part of the syllabus for an approved examination.

For all other activities outside school hours, ie sports clubs, visual arts courses etc, a charge up to the cost of the activity will be levied.

Damage/Loss to Property

A charge will be levied in respect of wilful damage, neglect or loss of school property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Head may decide. Parents are asked to sign a letter to state that they are responsible for the costs of books and materials which are the property of the school.

Minibus

Only the school's pupils, staff or parents may travel for a charge in a school's minibus and only where a permit has been issued under Section 19 of the Transport Act 1985. This permit is not required where no charge (in cash or kind) is made. Any charge made may cover the costs of running the vehicle, but must not make a profit.

Other Charges

The Head, Finance Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

APPENDIX 1

STATEMENT OF CHARGES, FEES AND CONTRIBUTIONS

This statement is based on the current Charging and Remissions Policy which is reviewed annually by the Board of Governors' Finance Committee. There is a postscript to this statement which sets out the current amounts of some of these charges.

1. Examination Fees and Charges

- (a) Charges will be made by the school for entry in examinations over and above a pupil's usual school approved entry.
- (b) The school will not pay the examination fee of a pupil in the Sixth Form who has consistently failed to produce work of a standard likely to attain a pass grade in that subject. If her parents decide to pay the fee instead, this fee is not recoverable, regardless of the result of the public examination
- (c) Pupils taking GCSE and GCE subjects not taught in school will be expected to pay a staffing and administration charge in addition to the entry fee for that subject. Pupils re-sitting GCE units will be expected to pay a staffing and administration charge per unit in addition to the unit entry fees.

2. School Trips and Activities

In order that school trips and other activities can take place, we will usually ask parents to contribute towards the cost. For residential trips these costs will include board and lodging. These contributions are voluntary but it would not be possible to run the activity without them. The amount requested includes a contribution toward the cost of administering and staffing the activity.

3. Assistance

For activities in school time or which are required as part of the National Curriculum, help with contributions and charges is available through the school for families in financial need. Please contact Mrs Hyde in confidence.

4. Lost or damaged school equipment

We will usually ask pupils to pay for the replacement of lost or damaged books or other school equipment in their care.

5. Service Fund

The Service Fund is administered by Mrs Hyde to help girls in need to take a full part in school activities. Contributions of £3 per pupil will be requested as part of the annual Founders' Day commemoration in May, when we remember particularly the importance of service to others. A pre printed envelope will be issued to each pupil for the return of the contribution.

6 Utility Charges

Year 7-11

On entry to the school a Utility Charge is payable. The amount charged covers use of a locker for five years, the WGS Year Planner/Homework Diary and a rough book for the first year at the school, and a calculator suitable for all Mathematics (including Sixth Form studies).

7. Voluntary Contributions from Parents

- A. The Governing Body is determined to maintain the standards of the school, despite the endemic variations and shortfalls of education funding. Accordingly, all parents are asked to make a regular voluntary commitment to support the school financially. A request for a suggested minimum amount per month per family is made.
- B. All parental donations are made to the Women of Vision Trust and the allocation of funds managed by the Trustees. A separate letter from the Chairman of the Board of Governors explains in more detail why this support is necessary.
- C. Incidental voluntary contributions

Postscript:

The following list is not comprehensive and contingencies will arise from time to time at whole school and departmental level.

1. Examination Fees

Additional examination fees will be charged for subjects beyond the curriculum

2. Incidental Voluntary Contributions

From time to time we will ask parents for voluntary contributions to defray the costs of specific items of activities. The following list is not comprehensive and gives examples of the type of activities that could be included:

- *Copies of past examination papers for use at home*
- *Visits to the school by notable speakers who charge a fee*
- *Special subject activity days*
- *Booklets produced by the department for use at home*
- *Contribution to the cost of materials in particular subjects.*

March 2015