



SOUTH WILTS GRAMMAR SCHOOL FOR GIRLS (ACADEMY)

SCHOOL AIMS

South Wilts is a progressive grammar school for girls, which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The School is dynamic and works with the community to prepare its students for life-long learning and adult independence.

CHARGING AND REMISSIONS POLICY FOR ADDITIONAL ACTIVITIES

We recognise the valuable contribution which the wide range of additional activities, including clubs, trips and residential experiences, make towards students' education; no student should be barred from these due to cost.

Introduction

1. This charging policy has been compiled in line with DfE requirements and in accordance with s457 sections 449-462 of the Education Act, 1996. Also compiled in line with paragraph 1.82 in the School Admissions Code, and in paragraph 1.97 in the revised School Admissions Code (February 2009).

School Trips

Voluntary contributions are requested for all of the following:

2. **Day Trips.** No charge will be levied in respect of day trips that take place during school hours or are part of the curriculum. Lunch time is not considered to be during school hours and therefore a charge may be levied for lunchtime activities. A charge will be levied for Optional Extra activities taking place out of school hours. Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.
3. **Residential trips – Essential.** For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, a charge will be levied for board and lodging.
4. **Residential trips – Non-essential.** For residential trips which are not essential to the National Curriculum, statutory RE or in preparation for prescribed examinations:
 - a. if the amount of school time on the trip is less than half of the total time of the trip, a charge will be levied up to the full cost of the trip per person.
 - b. if the amount of school time on the trip is half or more of the total time of the trip a charge will be levied for board and lodging.

Examination Entries

5. A charge will be levied in respect of examination entries for students where the school has not prepared the student for the examination e.g. music grade examinations.
6. A charge will be levied in respect of examination entries for students where the school has prepared the student for the examination and
 - it considers that for educational reasons the student should not be entered and the student's parent/guardian wishes the student to be entered (or student herself when over 18 years old)
 - the students' attendance drops to less than 85% without exceptional reason
7. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.
8. A charge may be levied for students re-sitting an examination.
9. A charge will be levied where a student fails without good reason to complete the requirements of any public examination where the school paid or agreed to pay the entry fee.
10. The charge levied in 6 - 8 above will be the cost of the examination entry, centre administration and invigilation.

Admissions

11. The school will not levy a charge for admissions applications.

Materials & Textbooks

12. Where a student or parent wishes to retain items produced as a result of art, craft and design, or design and technology, a charge may be levied for the cost of the materials used. In the case of food technology, students usually provide their own ingredients, but if the student forgets, the school provides the ingredients and levies a charge.

Textbooks are provided free of charge for the duration of the course, but in some subjects, additional revision guides are available, for which a charge is made.

Transport

13. The school will not make a compulsory charge for transport connected with an educational visit during, or mostly during, school time or for transport between SWGS and BWS.

Music Tuition

14. Private peripatetic teachers charge parents directly in respect of individual music/singing tuition. This is for teaching either an individual student or groups of any appropriate size (provided that the size of the group is based on sound pedagogical principles), and group music tuition up to and including 4 persons, if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Students receiving instrumental

music tuition enter into a private arrangement with the peripatetic teacher. No support can be given to these costs except for where the student is in receipt of a 6th form bursary or deprivation Pupil Premium (Ever 6), music can be reclaimed to the appropriate award percentage.

Activities Outside School Hours

15. 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. **Voluntary contributions will be requested.**
16. If a student is prepared outside school hours for an examination that is not taught by the centre a charge will be levied for tuition and other costs.
17. For all other activities outside school hours, a charge up to the cost of the activity and transport per student will be levied.

Damage / Loss to Property

18. 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 Headteacher may decide.
19. A charge will be levied in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the school. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

Voluntary Contributions

20. Where the school cannot levy charges, and it is not possible to make these additional activities within the resources ordinarily available to the school, the school may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled. The school will ensure this is made clear to parents. If a parent is unwilling or unable to pay, their child must be given an equal chance to go on the visit, and any available places will be allocated on a `first come first served` basis.
21. If the activity cannot be funded without voluntary contributions, the parents must be informed at the outset. It must be made clear to parents that there is no obligation to make any contribution.

Lettings

22. The school will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Resources Committee. For users connected to the school the charge will be based on the site staff overtime costs.

Other charges

23. The Headteacher, Resources Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.
24. **Locker keys:** we ask students for a returnable deposit for locker keys. If locker keys are lost, the deposit will be used to replace the key.
25. **Sixth Form Common Room:** The Sixth form ask for a voluntary contribution each year to provide extra facilities for the Common room, e.g. kitchen equipment, repairs to pool table, extra furniture as required.

Remissions Policy.

26. If the parent/guardian of a student is in receipt of any of the following, charges in respect of board and lodging for residential visits will be remitted in full.
 - Income Support (IS)
 - Income-based Job Seekers Allowance (IBJSA)
 - Income Related Employment Support Allowance
 - Support under part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit (*provided they are not entitled to Working Tax Credit and their annual income [as assessed by The Inland Revenue] does not exceed £16,190, June 2010*)
 - The guarantee element of state pension credit (produce pension Credit M1000 Award notice)
 - Children who receive IS or IBJSA in their own right are also entitled
27. The Headteacher, Resources Committee or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.
28. The Headteacher, Resources Committee or Governing Body may decide not to levy charges in respect of a particular activity, if it feels it is reasonable in the circumstances.
29. School Fund is an annual voluntary contribution by parents, which benefits all students by providing for a wide range of activities. It is collected by the school and Gift Aid is claimed. There will be a transitional period for some year groups (Years 8 and above for 2011/2012) where it will continue to be collected by the Friends of South Wilts on behalf of the school and gift aid is claimed by the Friends.