

CHARGING POLICY

The Governors, Headmaster and Staff of Queen Elizabeth's Grammar School strive to provide a high quality, rich and varied education supported by a wide variety of extra curricular activities.

In order that as many students as possible participate in the programme of trips and activities it is necessary to seek contributions towards some, if not all, of the associated costs.

Education during school hours

In general terms the provision of the school curriculum during normal school hours is entirely funded by Government General Aid grant and other state provided funding.

Music Tuition/Speech Training

A charge will be made for:

Private music tuition for individuals

speech training lessons. (When provided)

Where charging for tuition is appropriate, parental agreement will be obtained in advance of the tuition being given.

Transport

Transport provided to carry pupils from home to school will be charged annually in advance and the cost will be notified to parents or guardians on their SCOPAY accounts. A half term's notice is required in writing before withdrawal of use of school transport.

Any transport provided in school hours to carry pupils between parts of the School's premises or between the School and any other place where education is to be provided by the School, will be provided free of charge. 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, the parents will normally be expected to meet the cost of such travel. An example would be travel direct from home to work experience. If a pupil is excluded from School transport as a result of bad behaviour, or excluded from School either temporarily or permanently, no refund will be made. If a pupil is sent home from a School trip because of unacceptable behaviour no refund will be made either for transport or any other costs associated with the trip. Parents will be expected to meet any additional costs incurred as a result of sending a pupil home from a trip, including those of an accompanying adult. (q.v. School Visits Policy)

Charging in kind

The School will normally provide or pay for any materials, equipment etc which, in the opinion of the staff, are needed for practical subjects such as DT and Art. The School reserves the right to charge for or require the supply of ingredients and materials if parents have indicated, in advance, a wish to own the finished product.

Educational activities outside school hours

Optional Extras

Charges may be made for education wholly or mainly outside school hours which does not fulfil the requirements of a syllabus for a prescribed public examination or the School's curriculum. Such education, for convenience, is defined as an optional extra, e.g. theatre, opera trips, sponsored cricket tours etc.

Participation in an optional extra will be on the basis of parental choice. The agreement of parents is therefore a necessary prerequisite for the provision of an optional extra for which charges are to be made.

The charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost can include an appropriate element for:

- (a) travel costs
- (b) food and lodgings
- (c) materials, books, instruments and other equipment
- (d) support staff costs
- (e) entrance fees to museums, castles, theatres etc
- (f) insurance costs

Board and Lodgings

Where a (non-compulsory) School activity involves pupils in nights away from home, the School will normally make a charge for board and lodging.

Public Examinations

No charge will be levied for examinations except where:

- (a) the School has not prepared the pupil for the examination in the year for which the entry is made.
- (b) the pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it.
- (c) the pupil re-sits a module examination.

For further details, see the School's policy, *Public Examination Entries*.

Breakages and Fines

The School gives notice that damage caused by a pupil, other than fair wear and tear, may be separately invoiced and must be paid as an extra.

Remissions Policy

It is the firm intention of the School that, in so far as finances allow, no pupil should be prevented from partaking in any organised school activity solely because of his parents' inability to help meet the cost. The School will seek to assist such pupils where reasonably possible and parents in need of support will be directed to apply to the School Enrichment Fund. A copy of the application form can be obtained from the Bursary.

Reviewed and updated 24 June 2015

Awaiting formal approval by the Board of Governors