



# **Thorpe St Andrew School and Sixth Form**

## **Charging and Remissions Policy**

**Reviewed - December 2020**

**Next Review - December 2021**

## **Governors' Charging and Remissions Policy**

The Governors wish to support all that the school does to broaden and enrich the education of students of the school both in and outside the classroom.

This policy is intended to enable all the activities that have these aims to continue and to be as widely available to students as possible. If a charge is permissible and is to be made, parents must know of the charge in advance. Voluntary contributions may be asked for any visits/activities, but no student may be excluded on the grounds that a voluntary contribution has not been made.

The school will look sympathetically at requests for supporting children from families in receipt of benefits laid down by legislation.

Refunds will only be offered in exceptional circumstances, for example if a school visit is cancelled, or if the surplus collected for an activity exceeds the cost of that activity by the amount pre-determined by the Governing Board of £10 per student. All refunds should be made to the parent/guardian concerned, wherever possible.

### **1. Materials used in Technology**

Parents usually wish to own the finished product and, therefore, provide the ingredients or materials (or alternatively buy them from the school). The Governors wish to continue this practice. For Product Design, parents are asked for an annual contribution in advance.

### **2. Fees for Public Examinations**

There will be no charge to parents in relation to examination entry fees for subjects in which students have been prepared by the school except where, in the opinion of the Principal, there are educational grounds for not entering the student. Where parents wish their child to enter an examination for which the school has not prepared them, the full charge will be levied - but the school is under no obligation to act as a centre.

The full charge will be levied if a student fails, without good reason, to complete the examination requirements either by:

- i) Failure to attend the examinations or
- ii) Failure to complete or submit necessary coursework.

The school also reserves the right to charge the full examination entry fee where a student's attendance level has been subject to a formal monitoring process, for example Fast Track and no significant improvement has been achieved. For Post-16 students, this consideration will apply where attendance is below 95%.

Where a student chooses to re-take an examination, they would be charged the re-take fee and associated administrative costs. If a student re-sits an examination and the teaching element is undertaken, no fee would apply.

## Year 12 Examination Information

Students will take examinations at the end of Year 13 and will be examined over the two year contents.

### Guidance

Students studying four A Levels or equivalent:

- Students will take the AS examination in the subject if they know, or think they want to discontinue it in Year 13.
- The school will pay the entries for one subject only; if students wish to take more, then a private entry\* can be made.

Students studying three A Levels or equivalent:

Students need not take the AS examination unless any of the following criteria applies:

- 1) They are planning on leaving the Sixth Form at the end of Year 12 (so that they can gain qualifications of their one year of study).
- 2) They are at risk of not progressing into Year 13 or attendance is below 95%.

In this case, in discussion with students, parents/guardians and the Sixth Form team, students will be given the option to enter all public examinations at the end of Year 12. If the decision is to take all examinations, private entries\* will be made.

If the student leaves at the end of Year 12, a refund will be made if a pass grade (E) is achieved in the public examination (at the basic rate and minus an administration fee).

If the student stays, there will be no refund as the school will pay for the full examinations at the end of Year 13.

\* Private Entries – Definition: The examination entry will be at students' own costs. When a refund will be made, this will be at the basic rate, single fee, minus the administration cost for processing the entry.

***This policy is to be reviewed annually by the Governing Board.***