



Thorpe St Andrew School and Sixth Form Charging and Refund Policy

November 2016

Governors' Charging and Refund 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.

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 him / her, 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 examination 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.

Refunds

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 Body of £5 per student.

All refunds should be made via cheque payment to the parent / guardian concerned, wherever possible.