

Tiffin School is required through its funding agreement to comply with the law on charging for school activities.

Introduction

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions e.g. towards school visits.

The governing body has set up this policy for certain activities. The purpose of this policy is to clarify which items and experiences that the school provides may have a levy charged upon them and how much of the cost the school expects parents to be charged.

1. **Educational activities and trips taking place in school time (or outside school time, if required by an examination syllabus)**
2. parents will be asked to provide voluntary contributions towards such activities and trips. In such cases letters will be sent to parents stating:
 - i) the voluntary contribution requested;
 - ii) that no student will be disadvantaged if a contribution is not made;
 - iii) that without a stated amount of voluntary contributions the trip will be unable to proceed.

Charges will be levied for:

 - i) musical instrument tuition for individuals and groups of up to four (except where required for GCSE and/or "A" level);
 - ii) board and lodging on residential trips.
3. **Optional Educational Activities and Trips taking place outside school time or are not required by an examination syllabus** will be charged for.
4. **Work Experience:** students are encouraged to have a period of work experience in Year 11 and in Year 12. Parents will be asked to make a fixed contribution towards the costs of the Health & Safety checks that have to be carried out by our local authority.
5. **Public Examinations:**
 - A) GCE and GCSE candidates fall into four categories:
 1. Pupils currently at the School who enter for a subject or subjects for which tuition is provided as part of the normal school timetable.
 2. Pupils currently at the School who wish to retake an examination, or part thereof.
 3. Pupils currently at the School who enter for a subject or subjects for which no school tuition is received at the appropriate level.
 4. Former pupils of the school.
 - B) Candidates will be charged fees, as follows:

Category 1	No fee. (Candidates who are absent from an examination because of late withdrawal or through inadvertence, students whose entries are withdrawn because of lack of coursework, will be charged the full entry fee. Candidates absent for unavoidable reasons, e.g. serious illness or bereavement, will not be required to pay the fee.)
Category 2, 3 & 4	The full entry fee for the subject or unit charged by the relevant Examination Board or Group plus an administration fee per entry and invigilation charge.
 - C) GCSE/GCE Late changes to entry
For a candidate making a change to his original entry after the official late entry date there will be the following fees:
 - a. an administration charge of £25 per subject;
 - b. the late entry fee plus the fee for the exam entry;
 - c. and any fees incurred as a result of withdrawal of entry.

- D) GCSE/GCE AS/A2 Unit Examinations
Candidates repeating GCSE/AS/A2 Units will be charged as per (B) category 2 above
(This amount varies according to subject and exam board)
- E) GCE/GCSE Remarks
Candidates requesting clerical checks and re-marks of examinations will be charged the full fee for the service as charged by the relevant Examination Board plus an administration fee.
- F) GCE/GCSE Request for Return of Examination Papers
Candidates requesting return of their exam papers will be charged the full fee for the service as charged by the relevant Examination Board plus an administration fee.
- G) University tests/exams
Candidates taking pre-interview university tests will be charged the full entry fee for the subject as charged by the relevant body, plus an administration fee per entry and invigilation charge. Candidates taking STEP or any other extra exam for university entrance will be charged the full entry fee for the subject as charged by the relevant body, plus an administration fee per entry and invigilation charge.

Full details of the specific fees are available on the relevant forms from the exams office.

6. **Transport from school to GRIST'S** will be provided free in school time for students in Years 7, 8 and 9. Students in Years 10, 11 and the sixth form are expected to make their way to Grist's independently. Transport direct from home to an activity sanctioned by the school is to be met by parents.
7. **For practical subjects** the school will provide the materials but parents
i) will be charged if they wish to own the finished product;
ii) may contribute materials in kind.
8. If **careless or wanton damage** to school property occurs parents will be asked to contribute. Examples might include a broken window, a severely damaged, or lost text book, graffiti.
9. **Parents must provide clothing** for school including uniform, games kit and simple protective clothing like aprons, overalls and goggles.

Approved by Governors November 2015