

POLICY ON CHARGING

The law states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to uphold the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support, the school would find it quite impossible to maintain the quality and breadth of the education programme provided for pupils. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain pupils. The Governing Body of The Crypt School has decided that until further notice its policy will be as follows :

1. Day Visits : For visits occurring during school time the school will invite a voluntary contribution from parents to meet costs. For visits outside school time, parents will be charged for all allowable costs.*
2. Residential Visits During School Time : The school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will not be charged for the full cost of children where they are receiving Income Support or Working Families Tax Credit, but if insufficient parents contribute then the school may have to cancel the planned visit.
3. Residential Visits Outside School Time : Parents will be charged for the full cost of the visit including all allowable costs* and board and lodging. Charges may be waived or reduced for children whose parents make applications to the Headmaster.

* Allowable costs include : The pupil's travel and subsistence costs; materials, books, instruments and other equipment; non-teaching staff; costs of teaching staff where separately engaged under a contract for services for the visit or activity; entrance fees to museums, castles, theatres, etc; insurance costs.
4. Any visit required because of recognised public examinations, the National Curriculum or the law on Religious Education : As for Item 2.
5. Instrumental Music on an individual basis : A tuition fee is levied for instrumental tuition provided during school hours and a small charge is made for the hire of the musical instruments used in individual (or small group) tuition.
The charge is waived in respect of children whose parents are in receipt of Income Support or Working Families Tax Credit.

6. Classroom Materials : No charge will be made for materials or equipment. However, for certain practical activities parents may be invited to provide materials on a voluntary basis. Where parents would like to keep the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.
7. Examination Fees :
- a) The school will pay the entry fee for all prescribed examinations except :
 - i) where the Governors consider that there are educational reasons why the pupils should not be entered,
 - ii) where the school has not prepared the pupil for the particular examination,
 - iii) where a student has failed to comply with the requirements of the examination.
 - b) If a pupil (with parental agreement) is entered for a non-prescribed examination, then parents will be charged for the entry fee together with any associated charges.
 - c) The school will charge the parents the full costs of examination entry fee(s), should the pupil fail to complete the required course work or sit the final examination(s).
 - d) Where a pupil needs to retake a modular examination she / he will be charged the full cost of the retake.

The school will only consider waiving the requirement to pay any examination entry fee where there is clear evidence of severe family hardship.

The Governors of the School are required to keep their policy under review. The review will generally take place annually at the Governors' summer meeting.