



# WILLIAM ELLIS SCHOOL

## Charging For Educational Activities Policy

Approving Body	Personnel & Resources Committee
Adopted	March 2012
Review Date	January 2017
Review Period	Spring 2020

## **William Ellis School - Policy - Charging for School Activities**

### **BACKGROUND**

William Ellis School is a comprehensive school that values the diverse backgrounds of all our students.

We believe that one of the strengths of William Ellis School is that it provides high quality, wide-ranging opportunities for our young people.

We want all our students to benefit from all the opportunities at the school. We believe that no student should be prevented from taking part in school activities because of their family's circumstances.

### **RIGHT TO FREE EDUCATION**

**All education provided by the school during school hours or education for a prescribed examination is free for all students except in certain circumstances.**

#### **Individual music lessons**

All students can apply to study a wide range of musical instruments at the school, provided in individual and group lessons.

Students should apply to the school's Head of Music if they wish to study a musical instrument at the school.

The school reviews applications for music lessons every term.

Students pay £145 a term for these lessons (or £72.50 half termly). Parents can get information on the charges from the Head of Music at the school.

We want as many students as possible to study a musical instrument so have put the following schemes in place to reduce or cancel the cost of music lessons.

All students who are following GCSE, AS or A2 in music will receive music lessons for one instrument for free.

All students who are accepted to study a musical instrument and meet the criteria below can study one musical instrument for a voluntary contribution of £10 per term.

- Their parent or carer can provide the school with written evidence, no more than three months old, that they receive one or more of the following benefits:
  - Income Support (IS);
  - Income Based Jobseeker's Allowance (IBJSA);
  - Support under part VI of the Immigration and Asylum Act 1999;
  - Child Tax Credit, provided Working Tax Credit is not also received and the family's income (as assessed by HM Revenue and Customs) does not exceed £16,190 (Financial Year 2016/17);
  - The guarantee element of State Pension Credit; or
  - An income based employment and support allowance
- The Student
  - Is entitled to free school meals (FSM); or receives 16-19 Bursary Funding

Families of students who do not qualify for free music lessons can still have music lessons at the school but they may have to pay for them.

## **School Trustees**

Students who are not entitled to free music lessons as described above can apply for the School Trustees to subsidise the cost of their music lessons if they meet any of the criteria below.

- Be taking a graded examination in a musical instrument;
- Play an active part in school performances;

Show a particular aptitude for music.

Students should apply to the Head of Music for free or subsidised music lessons at the school.

The trustees have a limited budget to pay for music lessons. The member of the senior leadership team in charge of music decides who qualifies for free music lessons based on information provided by the student or his parents/carers.

The school reviews all music awards yearly and checks attendance and progress of all students termly. If a student does not attend his music lessons without a satisfactory reason, or there are unacceptable levels of attendance, punctuality and behaviour, the students will not be able to have further music lessons at the school, whether free or paid for.

## **Public examinations**

The school will charge students to enter for an examination:

- where a student has failed to complete the required examination coursework, for no good reason;
- failed to complete the examination requirements; or
- failed to attend the examination.

The school will not charge students to re-sit an examination if they are being prepared for the examination at the school.

Students wishing to take examinations in subjects other than those they have studied at school should consult the head teacher. The school normally charges examination entry fees for registered students who have not been prepared for the examination at the school.

## **Work experience**

If the school has agreed the location of the work placement in advance, the school may refund travel costs over and above the cost of the student's normal daily travel to school if a parent asks for this support.

The school will provide students who receive free school meals with a free lunch or subsidy to the value of FSM as prescribed by Camden Council if requested.

## **School equipment**

The school may charge the full or part cost of repair or replacement of any school equipment, including books, which the head teacher considers a student has lost or damaged as a result of inappropriate behaviour by the student.

## **School trips**

For residential trips the school will charge parents the cost of the board and lodging. We always aim to keep this as low as possible and the school will subsidise this cost for all or for students who meet the criteria at 1.1

a) Where the school organises residential or non-residential non-curriculum activity and less than 50 per cent of it takes place inside school hours the school will charge students the full cost of the trip if they do not qualify under the criteria for free music lessons.

b) Where residential or non-residential non-curriculum activity is organised and more than 50 per cent of it takes place in school hours, the school cannot charge students for providing the activity. The school will ask students who do not qualify for free music lessons for a voluntary contribution towards the cost of the trip.

In both the above instances the school will ask students who qualify under the criteria for free music lessons to pay a voluntary contribution towards the cost – the amount will be specified for each trip.

The school may need to limit the number of assisted places on each trip and to limit to the number of assisted trips for each student if it does not have enough money to meet all the needs of all the students who apply for help.

If the school doesn't receive enough voluntary contributions towards a trip the headteacher will decide whether the school can afford for the activity to take place.

c) Where the school organises residential or non-residential curriculum based activity as part of the National Curriculum, or part of a syllabus for a prescribed public examination for which the school is preparing the student, or the activity is part of religious education, the school cannot charge for providing the activity. However, the school will charge parents the cost of board and lodging for students on a residential trip and may ask for an additional voluntary contribution.

The school will ask students who qualify under the criteria for free music lessons to pay a voluntary contribution of £10 per term.

#### **NOTES:**

The trustees aim to set aside a sum each year, as part of their budget setting process, to subsidise school trips. This may not be possible each year because of financial constraints. The school will decide how and to whom any of these resources should be distributed.

The member of the school's senior leadership team in charge of trips and the Director of Operations will allocate a subsidy budget to all trip organisers.

The headteacher will have the final decision about any individual case arising from this policy.

Parents and students can appeal to the Chair of the Governors' Personnel & Resources Committee if they are dissatisfied with the head teacher's decision.