

Watford Grammar School for Boys



Academy School Activities and Visits Policy

Last Reviewed: 4th February 2015

Policy Statement

The intended aim of the governors of Watford Grammar School for Boys is to try to ensure that all pupils should have an equal opportunity to benefit from school activities and visits (both curricular and extra-curricular) independent of their parents' financial means. This charging and remissions policy describes how the governors will best ensure that a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some pupils taking full advantage of the opportunities.

What was consulted?

The policy has been informed by *A Guide to the Law for School Governors* and the DfE guidance *Charging for Educational Visits*.

Status

Statutory

Roles and responsibilities of headmaster, other staff and governors

The headmaster, staff and governors will ensure that the Charging and Remissions Policy is adhered to.

1. No charge will be made for:

- education provided during school hours
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- tuition for pupils learning to play musical instruments (or singing) if the tuition is required as part of a syllabus if resources allow. The tuition provided will be for a 35 minute lesson over a period of thirty three weeks during an academic year as per other musical lessons
- entry for a prescribed public examination, if the pupil has been prepared for it at the school*
- education provided on any trip that takes place during school hours, although voluntary contributions towards the cost of such activities will be requested
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of the school's basic curriculum for religious education
- transport provided in connection with an educational visit, although voluntary contributions towards the cost of such activities will be requested

** If a pupil fails, without good reason, to meet any examination requirement for a syllabus a charge will be made. Similarly, a pupil is expected to meet the costs of re-sitting any examination.*

2. A charge may be made for the following activities:

a) Trips outside school hours (50% or more)

Non-residential activities (other than those listed in 1 above) which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities (50% or more)

A charge for accommodation and meal costs (but only those costs) of residential trips deemed to take place during school time will be charged. A voluntary contribution will be asked to cover the costs of transport and other costs. Pupils whose parents are in receipt of Free School Meal may receive help towards board and lodging costs for any trip. Residential trips are deemed to take place outside school time if the number of school sessions is equal to or greater than 50 percent of the number of half days spent on the trip (even if some activities take place late in the evening). Whatever the starting and finishing times of the school day, regulations require that the school day is divided into two sessions. A "half day" means any period of 12 hours ending with noon or midnight on any day.

c) Voluntary Contributions

Voluntary contributions are invited for those trips which take place mainly within school hours. The level of contributions for each visit is expected to cover all the major costs involved, such as transport and admission charges. No pupil, however, will be excluded because of an inability to pay, but the school reserves the right to cancel the trip if insufficient voluntary contributions are raised to fund a visit.

d) Instrumental Music tuition

Instrumental music tuition for individuals or groups of four pupils (apart from those lessons outlined in point one above).

e) Other Charges

- An administration fee will normally be levied on the cost of a trip to cover insurance and administrative costs.
- Parental agreement must be obtained before a charge is made.
- Activities which can be charged during the trip (with the exception of board and lodging for residential trips) are regarded as “optional extras”.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged pupils, the Governing Body has agreed that some activities and visits where charges can legally be made will be offered at a reduced charge to parents in particular circumstances if resources allow. This remissions policy sets out the circumstances in which charges may be waived. Additional help for some of the costs may be available for parents in some circumstances and this is at the discretion of the headmaster in the first instance. Pupils that qualify for the 16-19 Bursary Fund are able to use this fund to help meet the cost of trips.

4. Additional considerations

The Governing Body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this the school will try to adhere to the following guidelines:

- where possible the school shall publish a list of visits (and their approximate cost) at the beginning of the academic year so that parents can plan ahead
- have an established system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- acknowledge that offering opportunities on a “first pay, first served” basis discriminates against pupils from families on lower incomes and we will avoid that method of selection.

Arrangements for monitoring and evaluation

The F&GP Committee of the Governing Body will monitor the impact of this policy by receiving an annual financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school’s extended services on those children most in need of additional support.