

St Paul's School for Girls

CHARGING POLICY

Approved by the General Purposes Committee of the Governing Body

1. Charges

- 1.1 Education provided at St. Paul's during school hours will be free of charge. Parents may be invited to make voluntary contributions for the benefit of the school or in support of any activity organised by the school. The only exception to this will be where parents are required to contribute towards the cost of instrumental music tuition. The amount is reviewed annually by the Governors. The fee for music tuition is £300 per school year (this can be paid by 10 monthly instalments of £30) any girls in receipt of free school meals is £10 per month (total £100 per school year).
- 1.2 A £5 charge is made in Year 7 for the rental of a pupil locker in Years 7-11. A further £5 will be charged to replace a key if lost.
- 1.3 Parents will not be required to pay for materials, books, instruments or other equipment for use in school, but are requested to equip their daughters with basic writing equipment, a New International Version Bible, an English Dictionary and a dictionary in the Modern Foreign Language(s) their daughter is studying. (Bible and dictionaries are available from school).
- 1.4 Charges may be made for materials used in practical work when parents have indicated in advance a wish to own the final product.
- 1.5 A voluntary contribution may be requested to enable some Physical Education activities to take place for girls with an external tutor on or off site.
- 1.6 Parents will be required to pay for transport to work experience.
- 1.7 Charges will be made for board and lodging on residential visits. Where families are eligible to receive free school meals, no charge will be made for residential element of visits made during school hours or if the visit is an essential part of the curriculum. Parents requesting exemption should write directly to the Headteacher.
- 1.8 There will be no charges for entry to public examinations unless:
 - 1.8.1 the pupil has not been prepared for the examination by the school

- 1.8.2 the examination is not on the prescribed list
- 1.8.3 preparation for the examination takes place outside school hours
- 1.8.4 the pupil is resitting all or part of an examination.
- 1.8.5 should the student then wish to make a private entry the school will process the entry on her behalf and provide the usual examinations facilities.
- 1.9 In those cases where a girl fails to complete examination requirements without good reason eg. failing to complete coursework or not turning up for the examination, then the fees will be recovered from the parents
- 1.10 Students who request to resit any public examinations will be expected to pay fees for these entries unless the pupil has returned to complete a re-sit year.
- 1.11 Charges will be made for “optional extras” ie. activities which take place outside school hours and are not related to statutory duties.
- 1.12 Since no compulsory charge is allowed for any extra curricular activity which occurs for more than 50% of normal school hours, the Governors will ask for voluntary contributions from parents so that the activity can take place.
- 1.13 One important area of life at St. Paul's is the education trips and visits that are offered. The Governors hope that parents will continue to support the various activities and visits that are offered to pupils.
- 1.14 If books and equipment are not returned to school a request will be made to the parents to cover the cost of replacements.