

Tiffin School Charging Policy

(as required by the Education Reform Act 1988, sections 106-111 and 117-118)

1. **Educational activities and trips** taking place in school time (or outside school time, if required by an examination syllabus) will be provided **free of charge** except 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.

However, parents **may** 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.
2. **Optional Educational Activities and Trips** (ie those which take place outside school time and are not required by examination syllabi) may be charged for.
 3. Parents will be requested to make a contribution to the **Tiffin Education Fund** at the beginning of each academic year. A minimum per boy will be suggested. No parent has an obligation to pay and no boy will be disadvantaged due to non-payment. The fund is used to support the extra-curricular life of the School and to enhance the learning environment.
 4. **In relation to Public Examinations** the only charges which may be made are:
 - i) for re-marking scripts;
 - ii) for requesting the return of examination scripts;
 - iii) where a pupil wishes to re-sit an examination;
 - iv) where a pupil requests an examination in a non-curriculum subject;
 - v) where a pupil fails to appear at the examination without adequate medical reasons;
 - vi) where a pupil rejects his AS/A2 gradeThese charges may also include an invigilation fee and an administrative charge where it is appropriate. Details can be found by accessing the **Exam Guide Booklet** on the school website.

5. **Transport from school to GRIST'S** will be free in school time. Transport direct from home to an activity sanctioned by the school (ie work experience) is to be met by parents.
6. **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.
7. If **careless 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. Normal wear and tear and reasonable breakage will be met by the School.
8. **Parents must provide clothing** for school including uniform, games kit and simple protective clothing like aprons and overalls. The school will provide specialist protective clothing like goggles.

NOTES

1. The school day is 8.30 am - 12.40 pm and 13.50 pm – 15:30 pm, Monday to Friday in term-time. A non-residential activity is "in school time" if more than half the hours needed are in the school day. A residential activity is "in school time" if more than half the half-days are on Monday to Friday in term time.

September 2009