



# **URSULINE HIGH SCHOOL WIMBLEDON**

## **Charging & Remissions Policy**

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**HEADTEACHER Mr Eoin Kelly BA Hons Msc PGCE**

**URSULINE HIGH SCHOOL CRESCENT ROAD WIMBLEDON LONDON SW20 8HA**

**TEL: 020 8255 2688 FAX: 020 8255 2687**

**E-MAIL: [enquiries@ursulinehigh.merton.sch.uk](mailto:enquiries@ursulinehigh.merton.sch.uk)**

**WEBSITE: [www.ursulinehigh.merton.sch.uk](http://www.ursulinehigh.merton.sch.uk)**

## **Preliminary**

Education should be free of charge if it takes place mainly in school hours. However, the school's policy is to make, or permit to be made, charges for the activities defined in this document.

## **Prohibited Charges**

Ursuline High School does not charge for the following:

Admission to the school.

Access to the National Curriculum.

Public Examinations:

- Anything required as part of the syllabus for a prescribed public examination, such as GCSE, T levels and A level.

Exceptions:

- Where a student wishes to re-sit an A-level a charge is made.
- Where a parent/carer asks for an examination result to be re-scrutinised, the charges made by the examination board will be passed onto the parent/carer.
- Where a student fails to attend a voluntary resit, the charge will be passed to the parent/carer so as to pay for the invigilators time.

The Governors of the Ursuline High School have adopted the charging and remissions policy of the London Borough of Merton as set out below except in respect of charges for materials for Food Technology and other practical subjects where parents/carers wish to own the finished product.

### **1. Residential Trips**

Charges will be made for board and lodging on residential visits connected with educational activities in or out of school hours which are part of the requirement for a public exam or the National Curriculum.

### **2. Individual Instrumental Music Tuition / Lamda Tuition**

The charges prescribed by the London Borough of Merton will be followed.

### **3. Extra-Curricular Activities out of school time and School Journeys**

School journeys will continue to be organised and charged for as optional extras. Other extra-curricular activities out of school hours will be planned and charged for.

### **4. Materials for Lessons**

#### **Charging for 'finished products'**

Where parents/carers indicate in advance a desire to own a finished product of work prepared by a student, a charge may be levied to cover the cost of ingredients or materials. This will apply in subjects including, though not limited to, Art, Design Technology and Food Technology.

### **5. Examinations**

Charges will be made for entry to non-prescribed examinations, to examinations for which pupils have not been prepared by the school, for retakes which are not being taught in class, for costs of checking examination results by parental/carer request, and subsequently when pupils have failed to complete examination requirements.

### **6. Breakages & Fines**

If a student is responsible for damage to property or equipment, or for the defacement or loss of a book, the parent/carer may be asked to pay the full cost of any repairs or replacement. To facilitate the recovery of such monies after a student has left the school, a deposit may be required which, if all textbooks and library books are returned in good condition, will be refunded in full.

### **7. Other Educational Visits and Activities**

Voluntary contributions will be requested.

### **8. Pupil Premium/Disadvantaged Students**

Financial support may be given to students for a variety of school activities/resources/educational visits which support the curriculum.

Support is considered on an individual basis.