

**BLUE COAT CHURCH OF ENGLAND
SCHOOL AND MUSIC COLLEGE**



**CHARGING AND REMISSIONS
POLICY - draft**

Updated: January 2013
Policy duration: 2 years
Committee: Finance & Estates

The following terms shall be interpreted as indicated below when used hereinafter within this policy:

- a) 'Trustees' refers to the registered trustees of the Coventry Blue Coat Church of England School Foundation, registered charity number 511793
- b) 'Academy trust' refers to the holding body of the Academy namely, Blue Coat Church of England Academy Ltd, registered company number 7594562
- c) 'Blue Coat School' refers to the physical entity of Blue Coat Church of England School and Music College
- d) Any reference to either 'the school' or 'the Academy' contained within this policy is taken to refer to the appropriate given body within context

Assessment of Policy's Impact

The effectiveness of this policy and its impact will be assessed by the Finance & Estates Committee who will monitor the outcomes and impact of this policy every 2 years. The evidence base for assessment will be presented as agenda items at the Finance & Estates Committee meetings.

BOARD AND LODGING ON RESIDENTIAL VISITS

The Governing Body will:

- (a) make charges for board and lodging in respect of pupils attending courses arranged by schools at Plas Dol-y-Moch Pursuits Centre;
- (b) remit these charges in full in the case of pupils whose parents were, at the time of booking the visit, in receipt of Family Credit or Income Support;
- (c) otherwise not remit any charges incurred for board and lodging whether at Plas Dol-y-Moch or on other residential visits arranged by the school.

2. INSTRUMENTAL TUITION

- i) Tuition is available for the following instruments:

Piano, Classical Guitar, Percussion, Violin, Viola, Cello, Double Bass, Flute, Recorder, Oboe, Clarinet, Saxophone, Bassoon, Trumpet, Horn, Trombone, Tuba, Cornet, Euphonium, Tenor Horn.
- ii) Tuition is available to all students subject to continued satisfactory conduct, regular practice and attendance at lessons and an ensemble.
- iii) Details of current Instrumental tuition fees are available from the school finance office

3. EXTERNAL EXAMINATIONS

Examination fees will be paid by the School if:

1. Pupils on an examination course have attended at least 95% of the taught lessons in the subject unless absence has been authorised by the school. i.e. not more than 5% unauthorised absence within the duration of the course.

2. All coursework is completed on schedule unless specific arrangements have been agreed by the Head of Department and pupil.
3. The pupils overall performance is indicated by coursework submissions, mock examination results and completed homework, is considered sufficient to merit the award of a grade.

If any of the above criteria are not fulfilled, parents will be informed in writing.

Wasted Examination Fees

If a pupil is entered for a public examination and fails to attend part or all of the examination without a reason meeting the 'special consideration' criteria of the examination board the parents/guardians will be requested to reimburse the cost of the entry fee.

Optional Extra Examinations

The actual cost of optional extra examination fees (subject not taught to the pupil by Blue Coat School) will be charged to the parents/guardians in advance of the examination.

Each subject under consideration for a fee charge must be agreed by the Headteacher

GCSE Courses

The school will only pay once for each GCSE entry unless:

There are extenuating circumstances that will be considered on an individual basis by the Headteacher and reported to the Governors Curriculum Committee.

AS or A2 Modular Courses

The school will only pay once for each individual module assessment during an AS or A2 course unless

There are extenuating circumstances that will be considered on an individual basis by the Headteacher.

A student spends a third year in the Sixth Form. In this case the school will pay for the same number of modules as in the second year sixth form for the subject chosen.

Optional Examinations

The actual cost of optional examinations will be charged to the parents/guardians in advance of the examination. No charge will be made in respect of overhead costs. These examinations are not essential to the taught courses at Blue Coat School and will not prejudice the progress of the pupils.