



SALISBURY SIXTH FORM COLLEGE

CHARGING AND REMISSIONS POLICY

Approval Body	Local Board
Date of Approval	January 2019
Approval Period	3 year
Next Review Date	September 2021

1. Admissions

There is no charge for admissions.

At enrolment, £30 will be requested in order to cover the following costs;

- Student printing/photocopying
- ID card and lanyard
- Travel to the year 12 careers events such as the UCAS fair

2. Equipment and Materials

The students will need to provide their own;

- stationery (paper, pens, folders)
- set texts / text books *
- Art and photography materials +
- sports kit *
- musical instruments

*Some of these items will be available to purchase from the college. Students experiencing financial hardship may be entitled to help toward the cost of these items under the college bursary scheme.

+ For fine art and photography, a studio fee of £50 per subject will be requested at the start of the college year so students are provided with access to art and photography materials of the correct quality to complete their course.

Students are welcome to 'bring their own device' such as a laptop or tablet into College for use in lessons. The college will provide spare chromebooks for use in lessons and a number of PCs for use in the quiet study area for those students who do not have access to such devices outside of college. Students entitled to a bursary will be provided with a device, which they are entitled to keep for the duration of their course.

3. Meals/Catering

Students entitled to free school meals will be provided with a snack from the cafe on production of their college ID card. Students who are not entitled to free school meals will be able to purchase food and snacks using the Salisbury Sixth Form cafe.

4. Public examinations

There is no charge for examinations that are part of the curriculum and on the college's set examinations list, where students have been prepared for the examinations by the college.

If the college decides that the student needs to re-sit an examination there will be no charge.

Where the college requires a re-mark or recall of an examination paper, the college will pay the charges, however, if a parent/guardian or student requests a re-mark or recall, a charge will apply.

If a student undertakes an examination as a private entry a charge will apply (i.e. not undertaking preparation for the examination through the college.)

5. Activities

There is no charge for activities when they are:

- part of the set curriculum, *including sports games against other local colleges*
- a requirement of the syllabus for a public examination that the student is being prepared for by the college

5.1 Optional extras:

The College will charge for optional extras. Optional extras are:

- education provided outside of college time that is **not**:
 - a) part of the curriculum
 - b) a requirement of a syllabus for a prescribed public examination that the student is being prepared for at the college e.g. theatre trips/visits.
- examination entry fee(s) if the registered student has not been prepared for the examination(s) at the college.
- transport that is not taking the student to other premises where the governing body has arranged for the student to be provided with education.
- board and lodging for a student on a residential visit.

5.2 Board and lodging

When any visit has been organised by the college where there may be a cost for board and lodging, parents/guardians will be informed of this before the visit takes place. The charge will not exceed the actual cost.

5.3 Travel

Travel charges may apply when the residential activity takes place outside of college hours. The amount charged will be calculated to cover the unit cost per pupil.

5.3 The cost of optional extras

The Principal will decide when it is necessary to charge for optional activities.

Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. In no circumstances will there be an element of subsidy required for any pupils wishing to participate in the activity whose parent/guardians are unwilling or unable to pay the full charge.

When calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra
- support staff
- teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra
- the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

Participation in any optional extra activity will be on the basis of parent/guardian choice and a willingness to pay the charges. The college will need to have the agreement of parents/guardians before organising the provision of an optional extra where charges will be made.

6. Enrichment Activities

Salisbury Sixth Form College is dedicated to providing a well-rounded and extensive education for our students which includes a wide range of enrichment activities. A charge may apply, however, the total charge will not exceed the cost of providing the activity and no parent/guardian will be asked to subsidise others.

7. Damage to property and breakages

Where college property has been wilfully damaged by a student, the college may charge those responsible for some or all of the cost of repair or replacement.

Where property belonging to a third party has been damaged by a student, and the college has been charged, the college may charge some or all of the cost to those responsible.



Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

8. Help with Costs

Students experiencing financial hardship may be entitled to help with costs under the college's bursary scheme. **An application form can be obtained from Reception and students are encouraged to discuss any issues or difficulties with their tutor or head of year.** All applications for help with funding will be treated as strictly confidential.