



SIR WILLIAM BORLASE'S  
GRAMMAR SCHOOL

# Charging and Remissions Policy

Senior Leader Reviewer: Chief Financial Officer

Review Date: September 2021

Next Review: September 2024

Committee: Finance Working Group and LGB

The 1996 Education Act requires that every Governing Body must have a stated policy on charging. The Governors of Sir William Borlase's Grammar School have agreed the following:

1. No charge will be made for admitting pupils to the academy.
2. To cover the cost of school- time activities, parents are invited to make voluntary contributions to enable academy budgets to stretch further. Pupils should not be excluded from involvement in these activities because their parents cannot, or will not, contribute. However, if there is a shortfall of contributions to cover the cost of an activity, the staff member involved may cancel the activity.
3. Parents may qualify for help with the cost of an extra-curricular school trip if they can provide evidence that their household income is formed of either Income Support, Income-based Job Seeker Allowance, Support under Part IV of the Immigration and Asylum Act 1999; or Child Tax credit (providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue, that does not exceed £16,190 - Apr 15 figure). Any applications must be made in writing to the Business Manager.
4. Parents may be charged for activities that occur outside academy hours when these activities are not a necessary part of the National Curriculum.
5. Where an activity or trip takes place and the actual income received from parents exceeds the expenditure required, the excess will be calculated per 'contributing pupil' and administered as follows:
  - a. Where the excess is less than £10 per pupil it will be accepted as a donation to the Academy General Charity Fund, unless a parent has indicated differently to the Academy.
  - b. Where the excess is greater than £10 per pupil, parents will be informed and invited to consider a donation to the Academy General Charity Fund or seek a refund of the excess, less postal charges.
6. Parents will not be charged for pupils sitting public examinations as part of their curriculum studies. However, examination entry fees and associated administration and invigilation costs will be charged under the following circumstances:
  - a. If a pupil fails to complete the examination requirements for a public exam without good reason.
  - b. If a 6th Form pupil, without agreement from staff, fails to achieve 85% attendance in a subject's lessons.



- c. If the exam is not on the set list but the academy arranges for the pupil to take it.
  - d. If the school has prepared the pupil for an examination but considers, for educational reasons, that the pupil should not be entered, however the pupil's parent/guardian (or pupil themselves, when over 18 years old), wishes an entry to be made. In these circumstances, the school may refund the cost, if the pupil subsequently passes the examination.
  - e. If the candidate is re-sitting an examination previously taken.
  - f. If they wish to appeal against the marking of an external examination, parents/candidates will be charged in line with the school's examination results charging guidelines.
  - g. If they wish to appeal against the internal assessment towards an external examination, parents/candidates will be charged in line with the school's internal assessment appeals process. (See Review of Centre- Assessed Marking Policy)
7. Parents will be charged for additional revision classes offered during school holidays. (Parents may qualify for help with the cost if they can provide evidence that their household income is formed of either Income Support, Income-based Job Seeker Allowance, Support under Part IV of the Immigration and Asylum Act 1999; or Child Tax credit (providing that they do not also receive Working Tax Credit and have an annual income assessed by the Inland Revenue, that does not exceed £16,190 - Apr 15 figure). Any applications must be made in writing to the Business Manager.
8. Parents will be required to meet the cost of breakages and damages where this is a result of their child's behaviour.
9. A charge may be made, if the parents have agreed in advance, to cover the cost of materials if they wish to own their child's finished work.
10. Freedom of Information requests

The school is entitled to refuse to deal with a Freedom of Information request where it estimates that doing so would exceed the appropriate limit (which is currently £450) to either comply with the request in its entirety or to confirm or deny whether the requested information is held. In this case a decision will be taken by the Head

Teacher, Governor's Resources including Finance Working Group or Governing



Body to either decline or charge for the request in line with Sections 9 and 13 of the Freedom of Information Act which gives us the right to do so. Where it would exceed the appropriate limit to comply with a Freedom of Information request, the school may charge requesters the communication costs incurred in complying with such requests. Communication costs include photocopying charges at the current copy rate of 10p per copy and staff time at £25 per hour. In this situation a fee notice will be issued to requesters setting out the fees payable before charges are incurred.

#### 11. Free School Meals

Your child may qualify for free school meals if you're entitled to receive one or more of the following: • Income Support • Income Based Jobseekers Allowance • An income-related employment and support allowance • Support under part VI of the Immigration and Asylum Act 1999 • The Guarantee element of State Pension Credit •

Child Tax Credit, provided you are not entitled to Working Tax Credit and have an annual income (as assessed by HM Revenue & Customs) that does not exceed

£16,190. Where the school grants a pupil a free school meal the school authorises a daily spend amount of £3.00 to each pupil.



## Appendix 1: Review of Centre Assessed Marking Policy

### **Context**

The policy applies to GCSE and A level controlled assessments and coursework that will be internally assessed, with marks given to exam boards and used in the calculation of final GCSE and A level awards.

In conducting examinations schools are required to adhere to the Joint Council for Qualifications (JCQ) General Regulations. The 2017/18 regulations state that schools must inform candidates of their centre assessed marks as students will be allowed to request a review of the marking before marks are submitted to the awarding body.

Sir William Borlase's Grammar School is working with local grammar schools to implement the new requirement and to formalise arrangements for conducting independent reviews. The policy explains how Sir William Borlase's Grammar School will work collaboratively to ensure reviews are conducted fairly by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the outcome of the review.

The review is to check the application of the mark scheme and marking procedure were followed correctly. It is not a remark. As with appeals to exam boards, marks will only be changed where the original mark could not reasonably have been given or where markers have exercised their academic judgement in an unreasonable way. It is important to stress that marks may go down as well as up or stay the same under review. If a mark goes down, there is no further appeal that can be made before marks are submitted to the exam boards.

When marks are submitted to exam boards they are subject to the usual exam board moderation. Exam boards have the right to alter marks at moderation and the school cannot influence the final decision of the exam board. Post exam appeal services are still available via exam boards and information regards this is available from our exams officer.

### **General principles**

Sir William Borlase's Grammar School is committed to ensuring that candidates' work is marked fairly, consistently and in accordance with the awarding body's specification and marking guidance.

Candidates' work will always be marked by teachers who have the appropriate knowledge, understanding and skill to mark in this fashion. Sir William Borlase's Grammar School is



committed to ensuring that work produced by candidates is authenticated in line with the requirements of the awarding body. Where there is more than one subject specialist teacher involved in marking candidates' work, internal moderation and standardisation will ensure consistency of marking.

Sir William Borlase's Grammar School will ensure that candidates are informed of their centre assessed marks so that they can request a review of the centre's marking before marks are submitted to the awarding body. On request, the school will direct students to copies of materials to assist them in considering whether to request a review of the centre's marking of the assessment. This review checks that there was an accurate application of the mark scheme; it is not a 're-mark' of the work.

Candidates will have a suitable period of time prior to the submission deadline for marks to the exam boards to review copies of materials to allow them to decide whether to request a review of the assessment mark. Requests for reviews of marking must be made using the 'Request for Review of Centre Assessed Marking' form and handed to the exams officer before 4pm on the deadline day.

Sir William Borlase's Grammar School will allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline.

Sir William Borlase's Grammar School will ensure that the review of marking is carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The assessor will in the vast majority of cases be an appropriate subject specialist from another local grammar school. Marking review requests made by pupils at Sir William Borlase's Grammar School will be carried out by subject specialists at Beaconsfield High School, John Hampden Grammar School, Wycombe High School or The Royal Grammar School to ensure the review is carried out independently and fairly.

Sir William Borlase's Grammar School will request that the reviewer ensures that the candidate's mark is consistent with a reasonable interpretation of the awarding body's mark scheme. The candidate will be informed in writing of the outcome of the review of the centre's marking.

Sir William Borlase's Grammar will record the outcome of the review of the centre's marking and it will be made known to the Headteacher. A written record will be kept and made available to the awarding body upon request. Should the review of the centre's marking bring any irregularity in procedures to light, the awarding body will be informed immediately.

After candidates' work has been internally assessed, it is moderated by the awarding body to



ensure consistency in marking between centres. The moderation process may lead to changes in the marks awarded. This process is outside the control of Sir William Borlase's Grammar School and is not covered by this procedure.

### **Fee for Review**

In line with exam board fees for additional services, it will be necessary to levy a charge of £50 to carry out marking reviews. The reviews will be conducted by a qualified external party, who will require payment for their service.

If a student is concerned at the mark they have been awarded for a piece of coursework or controlled assessment, we strongly recommend they speak first to their teacher or the Head of Department for clarification before requesting a review.

A copy of the policy together with a "Request for Review" form will be available on the school's website.

