



# Wakefield Grammar School Foundation

<b>Document Title</b>	<b>Additional Parental Charges</b>
<b>Version Number</b>	V1.0
<b>Policy Lead</b> <b>Job Title</b>	Jenny Cocker Director of Finance and Resources
<b>Consultation</b>	Heads of Schools Educational Visits Committee GEC's
<b>Checker Person Name / Title</b> <b>Quality Assurance</b>	Caroline Harrison, Chair of Finance Committee
<b>Name of Approver / Committee</b> <b>Date Approved</b>	Finance Committee 23.11.2023
<b>Date of Next Review (3 yearly)</b>	November 2026

**VALIDITY – Policies should be accessed via Firefly to ensure the current version is used.**

## **CHANGE RECORD - REVIEW PERIOD (3 years)**

<b>Version</b>	<b>Date</b>	<b>Change details</b>
V1.0	Aug 2023	Policy created, Jenny Cocker

To be published on the following:

<b>Staff shared</b>	<b>X</b>	<b>School website</b>	<b>X</b>
---------------------	----------	-----------------------	----------

## **WGSF Additional Parental Charges Policy**

### **1. Introduction**

Wakefield Grammar School Foundation school fees are intended to be inclusive of the reasonable costs of education that may be associated with an independent education. Applications for financial support may be made by email to the Head or to the Director of Finance and Operations.

For costs that are determined as additional or supplementary, the Foundation is committed to a transparent, fair and reasonable additional charges policy that takes due regard of the differing financial capabilities of individuals within the parental body and ensures that those with less financial means are able to access as wide and as engaging a school life as those with more financial means.

### **2. Reasonable Costs of Education**

Advertised school fees include a significant proportion of the costs of an independent education including

- Term time, classroom based tuition costs
- Curriculum texts and books
- Basic stationery, including basic art materials, science and DT equipment
- National Examination Fees - first sitting
- General Learning Support
- Lunch
- A chromebook or similar device for each student in the Senior Section
- Essential curriculum trips, such as examination board required field trips
- Sports equipment of a reasonable school standard
- A reasonable selection of co-curricular activities (including certain QED/Edge activities)

This is not an exhaustive list but is the minimum that can be expected to be included in school fees.

### **3. Student and Parental Choice**

Within school life, students may be provided with choices that may add value but are not a requirement. These additional trips, resources or activities may only be financially viable to offer if an additional charge is levied.

For instance, there are some optional QED and EDGE activities that require transport to off-site activities or require additional resource to be brought in. Without making charges for these activities the Foundation could not afford to offer these options to anyone. However, a selection of no charge QED and Edge activities will always be made available.

Similarly, some educational, sporting or co-curricular activities may not be essential to student achievement or well-being but may enhance learning or provide an opportunity for student development. WGSF is unable to fully fund the very wide range of opportunities that fall within this category but will aim, where funds are available, to provide a proportion of financial support for the costs to enable participation.

The Governors expect that schools will be cognisant of affordability and the consequences for student accessibility when charges are levied for additional services. A reasonable no-additional cost option will be made available whenever an additional charge option is levied.

#### **4. Categorisation of activities**

The decision to levy parental charges for additional activities or resources will be assessed against the following criteria:

##### **Essential Activities and resources**

- Resource required to meet safeguarding or health and safety obligations
- Attendance / participation / resource is required and expected
- Required by exam boards or to meet specific curricular requirements
- In the Head of Department's view, it is an activity or resource that is essential to ensure an understanding of a topic or part of a specification
- In the Head of Year's view it is an activity or resource that will bring significant benefit to the individual and to the School / Foundation.

No charge will be made to parents for activities or resources that meet these criteria.

Examples of essential activities or resources might include:

- Geography or Biology field trips
- Participation in a nationally recognised sporting / academic / co-curricular competition
- Art materials required for an art class

##### **Desirable**

- Attendance encouraged but not essential
- In the Head of department's view, it is an optional but worthwhile trip, activity or resource that encourages understanding of a topic
- In the Head of Year's view, it is an optional but worthwhile trip, activity or resource to support pastoral and well-being outcomes
- Participation in optional competitions (particularly those which involve a residential component)

Parents may be asked to contribute to the costs of desirable activities, but school will aim to minimise costs and, should funding be available, will subsidise a proportion of the costs.

Parents should be informed that an activity may be cancelled if there is not sufficient interest in the activity.

Alternative arrangements will need to be considered for the situation where optional uptake leads to a divided provision. For instance, alternative teaching may need to be provided for non-participants of a trip. The alternative should be clearly communicated to parents so that they may make an informed choice.

Examples of desirable activities or resources might include:

- A theatre visit to better understand an English text
- A residential year group visit
- Additional costs associated with local sporting competitions would also fall within this category

## **Optional**

- Entirely optional

Parents will be expected to pay in full the cost of any optional trips, activities or resources.

Examples of optional trips:

- Resources or activities might include skiing trips
- Sports or music tours
- Additional individual or ensemble music lessons would also be considered optional
- Tuck shop or cafeteria purchases would also be considered entirely optional.

Parents should be informed in advance of any non-refundable deposits and have a clear idea of the total cost of the activity before agreeing that their child may participate.

## **5. Senior Leadership Team and Governor review**

The classification of activities as essential, desirable or optional is the decision of the Head of school, and for cross Foundation activities the decision of the Executive Group.

Head or Executive Group approval is required for activities with an additional parental charge of less than £1,000. Governor approval from the Chair of the School's GEC is required for any additional parental charge in excess of £1,000. This limit applies to all categories of charges including optional trips.

A member of the school's senior leadership team should review and confirm that parental charges have been appropriately considered before seeking approval. Review should include a consideration of value for money and the variability of alternate provision.

## **6. Parental Communication**

Parents will be given clear and reasonable notice of any additional charges and it should be made clear if these charges are essential, desirable or optional.

Parents should be informed in advance how and when payments will be taken, and should be made aware of any non-refundable deposits.

Parents should be provided with sufficient information to enable them to make an informed choice. This will include information on any alternate arrangements should they choose not to participate in an activity.

Parents can expect that the school will have made every effort to attain best value.

Parents should be informed how to apply for financial assistance. This will be means tested and assessed on an individual basis and it should be clear that an application for assistance may be refused.

## **7. Care out of school hours**

School fees do not include staffed out of school care, either in the mornings, after school or during holidays. These are optional activities and will be chargeable.

## **8. Uniform and sports kit**

Uniform is not included within school fees and is the responsibility of the parent. Uniform purchases are made through a trusted supplier who is assessed at the end of contractual periods to ensure quality and value for money.

## **9. Early Years funded education**

For Foundation stage children in receipt of Early Years Funding additional charges are applied for non-education costs received during the fifteen funded hours. This is in line with Early Years funding guidance. Further information is available from the Pre-Prep office.

## **10. Financial Assistance**

Financial assistance for additional optional activities is not generally available but may be requested. Applications for financial support may be made by email to the Head or to the Director of Finance and Operations. The process for requesting financial support should be communicated to parents.

Consideration of applications for support will include an assessment of individual circumstances and the available resources of the Foundation.

Students in receipt of a 75% bursary may apply for a travel and uniform grant and are informed of this at the time of the bursary award.



# Wakefield Grammar School Foundation

## Parental information on additional charges

The majority of costs associated with attending a Foundation school are included within fees, including

- Term time, classroom based tuition costs and sports curricular
- Curriculum texts and books
- Basic stationery, including basic art, science and DT materials and equipment
- National Examination Fees - first sitting
- General Learning support
- Lunch
- A chromebook or similar device for each student in key stages 3 and 4
- Essential curriculum trips, such as examination board required field trips
- A reasonable selection of co-curricular, QED and Edge activities

When we would like to offer more to our students, but can only do so by making an additional charge, we will

- Communicate what the charge is for in a clear and timely manner
- Provide sufficient detail, including detail of any alternate arrangements, so that you can make an informed choice about the charge
- Be consistent between schools, year groups and as far as possible curriculum area
- Provide details of how you may apply for financial assistance if required
- For QED and Edge activities provide a range of options at different price points - there will always be a range of activities available that have no additional charge

We have an internal school policy that will inform our approach and provide consistency. This includes a review of any charges by the Head and for high value charges a governor review.

If you would like a copy of the Additional Charges Policy, or have any questions please contact Jenny Cocker, Director of Finance and Operations, by email to [wgsfoffice@wgsf.net](mailto:wgsfoffice@wgsf.net)