

CHARGING POLICY

PURPOSE

1. **Included.** The school fees cover the cost of the following:
 - 1.1 Tuition in those subjects that are part of the School's curriculum.
 - 1.2 Board and accommodation.
 - 1.3 Laundry (except for dry cleaning).
 - 1.4 Textbooks (except where a pupil loses or annotates them or wishes to keep it).
 - 1.5 A limited amount of stationery for each subject.
 - 1.6 UK-based Trips required as part of the academic curriculum.
 - 1.7 UK-based Field Trips required as part of the academic curriculum.
 - 1.8 Personal accident insurance.

2. **Not Included.** The school fees do not cover the cost of any of the following:
 - 2.1 Uniform.
 - 2.2 Examination fees (including retakes).
 - 2.3 Additional stationery.
 - 2.4 Subscriptions to magazines etc. (unless they are a requirement of the subject curriculum).
 - 2.5 The travel cost of overseas Field Trips.
 - 2.6 Additional subjects outside the School's curriculum (tennis coaching, individual music tuition, language tuition (e.g. Japanese), learning skills etc.).
 - 2.7 Additional coaching (if available) in subjects that are part of the curriculum but that takes place outside the normal timetable for that subject (e.g. extra French).
 - 2.8 The cost of optional extras out of school time.
 - 2.9 Trips not related to the academic curriculum.
 - 2.10 House outings.
 - 2.11 Events taking place outside the normal timetable (unless they are a requirement of the curriculum).
 - 2.12 Breakages and lost, damaged, or destroyed school property

This list is not exhaustive and, if in doubt, parent/s should ask the relevant Head of Department or Housemistress/Housemaster. As none of the above is covered by the school fees, the cost of such items must be recovered from parent/s by adding the charge to their school fees bill.

ACTIVITIES

3. Parent/s should be notified of any additional costs that are going to be added to the bill and give their permission for this to happen before the event takes place. However, in order to avoid being bombarded with many different acceptance slips for small sums of money each term, the following procedures have been adopted.

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4. **House Activities.** At the beginning of each term parent/s will be asked to notify their daughter's Housemistress/Housemaster of the amount their daughter can spend on House outings/activities that term before they need to be notified. If, therefore, a member of staff wishes to organise an outing for a group of pupils, they will check beforehand with the relevant Housemistress/Housemaster that the pupils have enough in their account to cover the cost of such an event. If there are insufficient funds in her account, the pupil must get permission from her parent/s, in writing, that they agree to the cost of the event and to this additional sum being put onto the school fees bill.

5. **Other Items/Activities.** Any other charges below £35 will not be notified to parent/s providing they have not specifically expressed a wish to be notified of all expenditure, irrespective of the amount. However, staff will ensure that they have a signature from the pupil stating that:

5.1 She wishes to take part in the activity, subscribe to the magazine etc.

5.2 She has asked her parents that she can take part, subscribe etc.

5.3 Her parent/s have agreed to the cost being added to her bill.

Any activities/items costing over £35 require written approval beforehand from parent/s that they accept the cost of the item/event and that they agree to the cost being added to the next school fees bill. Alternatively, parent/s may wish to pay the charge immediately by bank transfer.

EXAMINATION FEES

6. The cost of all examinations is levied in advance by the Examination Boards via the School, and all such fees are charged to parent/s. Any failure by parent/s to pay the fees could result in their daughter not being eligible to sit the examinations.

TEXTBOOKS

7. Textbooks are normally provided for all pupils, up to and including GCSE examinations, at no extra cost. However, parent/s will be charged for the cost of those textbooks that have been lost, annotated by pupils, or that are returned at the end of the course of study in poor condition. The cost of textbooks for AS/A2 level study is normally charged to parent/s where there is a requirement to annotate them.

HYMN BOOKS

8. Parent/s will find a charge for hymn books on their first term's invoice. This is a one-off charge to cover the cost of wear and tear on the School's hymn books.

LINEN CHARGE

9. Parent/s will find a charge for linen on their first term's invoice. This is a one-off charge to cover the cost of bed linen throughout their daughter's stay at the School.

OUT OF SCHOOL ACTIVITIES

10. The School normally subsidises the cost of activities that are directly related to the curriculum. Parent/s will be asked to make a contribution to the cost of any additional activities arranged for their daughter. Weekend activities are numerous, and parent/s will be asked to set a limit on the amount their daughter can spend on those activities that incur a cost.

FIELD TRIPS

11. Some departments (e.g. Biology and Geography) are required to organise Field Trips for those pupils taking public examinations in these subjects. The School Fees cover the cost of any such UK-based events but, where Field Trips are organised overseas, parent/s will be asked to make a contribution to the trip cost.

FRANCE

12. For those parent/s whose daughters are due to go to France in their Lower Fourth year, please note that the cost of travel from Downe House to France and back will be added to the fees invoice at the end of the relevant term. In addition, parent/s of day pupils should note that they will be charged the full boarding rate for that term. All pupils visiting France for the term will be charged for all activities during their stay unless parents have informed the head teacher in France.

TRANSPORT

13. Parent/s will be charged for the cost of providing transport for journeys:

13.1 To and from the airport.

13.2 To and from the railway station.

13.3 For all medical or dental appointments.

13.4 For any other trips requested by their daughter and authorised by a member of her House-staff.

INDIVIDUAL/EXTRA TUITION

14. **General Terms and Conditions.** A charge per lesson will be made and added to the fees invoice at the end of each term. However, the following should be noted:

14.1 If the teacher is absent and an alternative date for the lesson cannot be arranged, no charge will be made.

14.2 If the pupil is unable to attend as a result of long-term illness (i.e. 10 days or more) and an alternative date for the lesson cannot be arranged, no charge will be made.

14.3 If the pupil is unable to attend because of examinations or other legitimate school business and an alternative date for the lesson cannot be arranged, no charge will be made **PROVIDING** the pupil has given the teacher at least 7 days' notice either in writing or by email.

If a pupil wishes to stop taking extra lessons or cease an activity, parent/s must give **a full term's notice** in writing to the Head of the relevant department or pay **a full term's fees in lieu of notice**.

Revision History:

| Revision | Date | Description of changes | Requested By |
|----------|------------|------------------------|----------------|
| | April 2016 | Reviewed | Colin Cockburn |
| | April 2017 | Reviewed | Colin Cockburn |
| | April 2018 | Reviewed | Colin Cockburn |
| | April 2019 | Reviewed | Colin Cockburn |
| | April 2020 | Reviewed | Colin Cockburn |
| | April 2021 | Reviewed | Colin Cockburn |
| | July 2022 | Reviewed | Colin Cockburn |
| | July 2023 | Reviewed and updated | Kevin Elliott |

Review Leader: Director of Finance and Business Enterprise

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