

Charging Policy

Shooters Hill Sixth Form College

Adopted and ratified by the Governing Body on:	December 2016
Review Date:	September 2019
Accountability:	Governing Body
Responsibility:	Governing Body

Charging Policy

At Shooters Hill 6th Form College, we believe that the education of our students is enhanced by providing opportunities to engage in activities and excursions out of College, although they may not always be an essential part of a particular course. In some instances charges may need to be applied for optional aspects of some courses, as the level of Government funding does not cover these options for students.

The Education Reform Act 1988 requires the College to publish its policy in these respects.

Students in receipt of the bursary fund will be able to claim some support to cover some of the charges listed below. Further details and application forms for the Bursary fund are available on the College website.

ID Card

For security reasons all staff and students are required to carry identity cards. The first card is issued free of charge and if a student forgets a card then a temporary card will be issued free of charge (valid for 24 hours) up to a maximum of 3 times in any academic year. A new card can be purchased for £5.

Files, paper and printing and photocopying

Students are expected to provide their own stationery.

All students will receive a daily quota of 20 mono pages. Any additional printing will be charged at five pence per A4 sheet for black and white printing and twenty pence per A4 sheet for colour printing. A3 prices are double the A4 prices. Students who use up their entire quota will need to buy extra print credit. Printing credits can be purchased in the LRC Shop and will be added to their account.

Students on any Art/Design/Graphic courses will receive extra print credit allowances. Students will receive notification at the start of their course on how many credits they will receive.

Financial Contributions for Specific Subjects

Any special clothing, equipment and/or materials students will need to participate fully in the learning activities of all their courses are free. However there are some specialist materials that students are required to purchase and the following

summary gives students advance warning of the required materials and resources for specific subjects.

In many cases, students may want to purchase a textbook or periodical for personal use. However copies will be made available for students to use in lessons if needed.

Art & Design

Students are required to purchase their own sketch books, folders and other resources. These resources can be purchased through the College at a discounted rate.

Science

Clothing and equipment necessary for student's health and safety are provided free of charge but should remain within the laboratories. A student may purchase their own protective equipment for sole use.

Hair & Beauty

All students enrolled on a Hair & Beauty course are required to purchase the appropriate uniform and kit relevant to their programme. Lockers for the storage on site of these items are available upon receipt of a £5 refundable deposit.

Sports

Students are required to provide their own suitable clothing and footwear for practical lessons. The PE department also sells sweatshirts and t-shirts with the College logo on them and it is a requirement of the course to purchase these.

Educational Visits

Most departments organise excursions out of College to supplement and enhance the teaching carried out in the subject. The cost of the travel and any entrance fees are shared equally by all participating students. Most of these visits do not involve overnight accommodation, but, for those residential visits that do, an additional charge is made to cover for board and lodgings.

For all excursions out of College parents/carers are required to sign a consent form to confirm their agreement with, and their understanding of, the arrangements and the expectations of students' behavior.

Please also note that, once the agreement has been signed parents/carers will be expected to pay for the trip in full should the student subsequently leave college or decide not to participate.

Enrichment and Leisure Facilities

Enrichment and leisure facilities are made available to students at the college free of charge.

The Study Store (Library and Learning Resource Centre)

A range of stationery items is available for purchase from The Study Store. A full list of items is displayed on the information desk in The Study Store which is located in the library.

Application fees for Higher Education (UCAS)

UCAS (University and Colleges Admissions Service) makes a charge for participation in the scheme and this is paid by the student/(parent).

Interviews and Open Days for Higher Education and Employment

In the case of those visits to Open Days which are specifically organised by College, the cost of the travel is shared by all participating students equally.

Students who choose to attend other Open Days under their own arrangements must meet all the expenses involved.

Charges for Examination Entries

For all College courses leading to external examinations, the administering boards charge an entry fee.

The College will pay the first examination entry fee for all students who satisfactorily complete their courses. Satisfactory completion of the course involves fulfilment of all required coursework assignments and satisfactory attendance in all lessons, unless there are special circumstances which justify an easing of this rule.

The cost of students resitting their GCSE English or Maths as part of their study program in the Summer session will be supported by the College, however without good reason, students whose attendance drops below the satisfactory attendance criteria may be required to pay for their examination entry fees.

Students who choose to take any examination more than once at College, or to retake an individual modular examination, are asked to pay the resit entry fee themselves. The exceptional case is the resitting of a module due to serious illness at the original scheduled time. Under these circumstances College would consider paying the examination fee.

Some absences may be considered as exceptional circumstances, in line with Joint Council for Qualifications (JCQ) guidelines. Students in this position will not be required to pay entry fees.

Disclosure and Barring Service (DBS)

Any student who is participating in work experience with young children or vulnerable adults as part of their course (a requirement for their qualification) will pay a total of £45.00. Bursary students will receive support towards this cost.

Any student who is applying for work shadowing or volunteering outside of their courses (for experience, to put on their CV/personal statement etc) will still need to complete a DBS form and as the student would be classed as a volunteer there will be no charge.

Bursary Students

Bursary students who have over 95% attendance throughout the academic year will receive support towards any trip or purchase of equipment. They will also receive support towards any examination resit fee. Please refer to the Bursary fund guidelines for further information.

For students that do not meet the criteria to qualify for support via the Bursary Fund the college operates a discretionary Hardship Fund. Details and eligibility requirements are available on request.

College Property

Students will be charged for any loss or damage caused, whether deliberately or accidentally, to any textbook, equipment or property belonging to the College or to the fabric of the building itself. The amount levied will be either full cost of replacement or repair, current at the time of the incident, or an appropriate amount, at the discretion of the Director of Finance.

Willful damage to College property would almost certainly result in the student being asked to leave and, if appropriate, a formal prosecution.