

Christopher Whitehead

# Language College & Sixth Form

*In pursuit of excellence*



Additional  
Information





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## **Coordinated Admissions Scheme for Secondary Schools in Worcestershire for the 2017/18 Academic Year - Admission to High School Information**

### **The Application Process**

All students, who reside within Worcestershire, who wish to apply to any Secondary School, including any school outside the county of Worcestershire, are required to complete an application.

This also means that any student who does not reside within Worcestershire, but wishes to apply for a place at a Worcestershire school must complete an application provided by their “home” LA. (The “home” LA is defined as the Local Authority relevant to the child’s home address). The “home” LA will ensure the application details are passed on to Worcestershire for consideration in the allocation of school places.

When all applications have been considered, in conjunction with neighbouring LAs and/or Academies, Foundation, Free and Voluntary Aided Schools, the offer of a single school place will be made by the “home” LA, on behalf of the relevant admission authority. (See timetable for dates).

**Parents should be aware that different LAs and Academies, Foundation, Free and Voluntary Aided Schools may have different admissions criteria, and therefore it is strongly advised that they ensure that they have understood the information that is available from each LA/School, before stating their preference on any application.**

Please make contact with the Admissions Teams of any of the relevant LAs if further information is required. (The addresses and telephone numbers of all the neighbouring LAs can be found in the Information for Parents Admission Book which you can download from this link:

[http://www.worcestershire.gov.uk/downloads/file/7177/information\\_for\\_parents\\_book\\_2017\\_to\\_2018](http://www.worcestershire.gov.uk/downloads/file/7177/information_for_parents_book_2017_to_2018)

### **The Application and Closing Date**

Parents are invited to state three preferences, and parents are also able to state the reasons for their preference. All preferences are to be treated as equal initially, and sent out to other admission authorities (i.e Academies, Foundation, Free and Voluntary Aided Schools, or neighbouring LAs), if appropriate, for consideration.

The closing date for the receipt of applications will be **31<sup>st</sup> October 2016**.

For applications after the closing date please refer to the information on the website.

To apply online please go to:

[http://www.worcestershire.gov.uk/info/20099/school\\_admissions](http://www.worcestershire.gov.uk/info/20099/school_admissions)

## Admissions Policy (2017 Intake)

Christopher Whitehead Language College's Admissions Policy supports our primary purpose of delivering high quality education to all of our students. The following guidelines are established to provide Governors with parameters for accepting students to Christopher Whitehead Language College and establishing a waiting list in the event one becomes necessary.

Our philosophy regarding admissions is as follows:

- Every effort will be made to attract and accept students with diverse ethnic, religious, racial and socioeconomic backgrounds.
- We are an inclusive community, accepting students with a diverse range of additional needs.
- A balanced student body of females and males is considered ideal.
- Priority will be given to students from our "feeder" schools, which include Dines Green, Oldbury Park, Pitmaston, St Clement's CE, Our Lady Queen of Peace, Hallow and Rushwick primary schools.
- Priority acceptance will be given to siblings of current students.
- We reserve the right to place the child in what we deem to be the most suitable learning environment. Siblings will be placed in the same House but not the same Learning Mentor group.

Our published admission number (PAN) is the number of children that we will admit to our school, which for Year 7 in 2017 will be 254. Applications should be made on-line at [http://www.worcestershire.gov.uk/info/20099/school\\_admissions](http://www.worcestershire.gov.uk/info/20099/school_admissions). Applications naming our school will be sent to us for prioritising. Children whose final statement of special educational needs or their education, health and care plan (EHCP) names our school will be automatically allocated a place, after which places will be offered in the following order:

1. The school will give top priority to applications on behalf of Looked After Children and previously Looked After Children for whom the school is deemed to be appropriate. "Looked After" means all those currently in the care of or accommodated by a Local Authority under the terms of the Children Act 1989 and children who were previously in the care of or accommodated by a Local Authority but immediately after being Looked After were adopted under either the Adoption Act 1976 or the Adoption Act 2002 or who became subject to a Child Arrangement Order or Special Guardianship Order.
2. Children who present themselves as skilled linguists. As a specialist Language College, we are seeking to recruit up to 10% of students who have proven aptitude for foreign language learning.
3. Children living within the catchment area of our school who at the time of application have a brother or sister (including children living as siblings/stepchildren in the same family unit) on the roll at our school and who will still be on roll at the time of the sibling's admission. (Precise details of our school's catchment area are available from the Local Authority and on the Worcestershire County Council website).
4. Children living within the catchment area of our school who live closest to the school by the shortest straight line distance. This measurement will be taken by using Geocode points for each property and the Geocode for the centre of the school. The Local Authority software package Arcview GIS can be used in the event of a disputed admission. (In the event of equi-distance applicants, places will be allocated by random selection. Someone totally independent of the school will supervise this process.)

5. Children living outside the catchment area of our school who, at the time of application, have a brother or sister (including children living as siblings/stepchildren in the same family unit) on the roll of the preferred school and who will still be on roll at the time of the sibling's admission.
6. Children living outside the catchment area of our school who, at the time of application, attend one of our linked primary schools.
7. Children living outside the catchment area of the school who live closest to the school, based on the same LA measurement system as described in 4 above.

Please note:

- If the last student to be offered a place within our school's published admission number (PAN) is a multiple birth or same cohort sibling, any further sibling will be admitted, if the parents so wish, even though this may raise the intake number above our PAN. However, our PAN will remain unchanged so that no other student will be admitted until a place becomes available within the PAN.
- Late applications will be allocated in the same order, provided places remain available.
- All applications will be coordinated by the LA, who will make offers of places on behalf of the Governors of our school.

### **Waiting List**

When all available places have been allocated, Christopher Whitehead Language College will operate a waiting list. Parents who wish their child to be included on the waiting list must inform us in writing. Any places that become available will be allocated according to the criteria of the admission policy with no account being taken of the length of time on the waiting list or any priority order expressed as part of the main admission round.

The waiting list will be reviewed and revised:

- each time a child is added to, or removed from, the waiting list
- when a child's changed circumstances will affect their priority
- at the end of each school year, when parents with a child on our waiting list will be contacted and asked if they wish to remain on the list for the following school year.

Parents may keep their child's name on our waiting list for as long as they wish. Parents will be informed in writing by the school if their child is not offered a place due to the year group being full. This will occur within five working days following receipt of application.

### **Mid-Year Transfers**

- The Governors Admissions Panel will meet to consider mid-year applications as required during the school year. The Panel will consist of the Headteacher and two Governors with the quorum being two.
- Parents will be notified in writing by the school if their child is not offered an in-year place due to the year group being full. This will occur within five working days of receipt of a completed application form.
- When a student is transferring from another school in the UK, the Admissions Officer will normally contact the previous school to seek relevant information and to request that the student's school records be forwarded at the appropriate time.
- Admissions via the Fair Access Protocol will be dealt with separately, usually directly between the Headteachers of the schools involved and may involve the school going over the PAN.

- Students from countries outside the UK who have been accepted at Christopher Whitehead Language College must provide proof of date of birth and of permanent residency in the Worcester area after an offer of a place has been made.

### **Admission of Children Outside of Their Normal Age Group**

Parents may seek a place for their child outside of their normal age group, for example, if the child is gifted and talented or has experienced problems such as ill health, effectively in the year group below or above their chronological age group. The Governors Admissions Panel will make the decision based on the circumstances of each case. This will involve the school completing an educational assessment to determine whether or not it is appropriate for the individual child to delay or accelerate their entry into school and be taught outside of their chronological age group.

### **Sixth Form**

Separate arrangements exist for entry to the Sixth Form and these are published on our website [www.christopherwhitehead.worcs.sch.uk](http://www.christopherwhitehead.worcs.sch.uk) or may be obtained from the school.

### **Legislation**

This policy takes account of all relevant legislation including the Education Act 2002, the School Standards and Framework Act 1998, legislation on gender discrimination, race relations and disability, together with all relevant regulations and advice in the School Admissions Code (DfE – December 2014).

If the school's governing body refuses to admit a child, the parent can make an appeal in writing to an independent appeal panel, organised by the governing body.

The school consults annually on the admissions policy via primary schools, secondary schools and the school website at [www.christopherwhitehead.worcs.sch.uk](http://www.christopherwhitehead.worcs.sch.uk)

Responses to these proposals are invited, and should be emailed to:  
[office@christopherwhitehead.worcs.sch.uk](mailto:office@christopherwhitehead.worcs.sch.uk)

## Uniform

We wish to make clear to all our students (and parents) that the following list of uniform items is intended to be exactly that – uniform. It does not include fashion or designer items, which are not acceptable.

<b>Blazers</b>	<b>Specialist Item</b> - D Luke Premium Navy Blue Boy's or Girl's Blazer
<b>Trousers</b>	Black or dark charcoal grey conventional school type trousers are standard uniform for all students. Jeans, jogging bottoms, cargo trousers, leggings or other skin tight trousers in whatever colour or material are not permitted.
<b>Skirt</b>	Girls may choose to wear a skirt instead of trousers. Plain black and should be no less than 20" in length. (Smaller waist skirt may be shorter).
<b>Shirts (Boys)</b>	White. These should be of conventional style with either short or long sleeves and should be worn tucked in.
<b>Blouses (Girls)</b>	The uniform for girls in all years is a white open neck blouse with revere collar. Short or long sleeved.
<b>Jumper</b>	Plain navy blue V neck jumper may be worn under a blazer but not instead of a blazer.
<b>House Pins (Girls)</b>	<b>Specialist Item</b> – A house colour pin badge must be worn with the school blouse.
<b>Ties (Boys)</b>	<b>Specialist Item</b> - School tie, clip-on, with stripe colour according to which House the student is in.
<b>Socks</b>	Dark grey or black for boys. Navy, black or white for girls.
<b>Shoes</b>	Black traditional/conventional 'school' style. Canvas shoes are not allowed.
<b>Outdoor coats</b>	Coats should be appropriate for the time of year, no leather jackets are allowed. Tracksuit type tops or hoodies are also <b>not</b> acceptable items of school wear.
<b>Scarves</b>	Plain navy blue or black. Football and fashion scarves are not allowed.
<b>Jewellery</b>	Students may wear <b>ONE</b> plain stud in each ear. No other jewellery (including coloured necklaces, bracelets or stretchers) may be worn. No piercings other than ear piercings are allowed. Students will be asked to remove incorrect jewellery.
<b>Hairstyles</b>	Hairstyles should be appropriate for studying in school, without extremes of style, cut or colour. Styles where lines or shapes are cut into the hair, or where parts of the head are shaved, are not acceptable. Hair which has been dyed or streaked with unnatural colours (where there are two or more distinct colours that form an obvious contrast) is not permitted. Long hair worn by boys or girls needs to be tied back in all practical lessons.
<b>Make-up</b>	<b>No</b> make-up will be allowed for any student in Years 7, 8 or 9. <b>Discreet</b> make-up will be allowed for girls in Years 10 and 11. Nail varnish and/or false nails are not allowed.

**Specialist Items** and uniform are available from two providers.

Both can be found on our website under Parents and Students by following the uniform link:

<http://www.christopherwhitehead.worcs.sch.uk/uniform-and-pe-kit>

Kidzandkitz, Link Business Centre, Link Way, Malvern. Telephone 01684 892439

or

Schooltogs, 31 New Street, Worcester. Telephone 01905 28658

All other items of uniform may also be purchased from any other suitable supplier or retail outlet.

## Summer 2016 Examination Results Headline Figures

Our GCSE results indicate that our careful work in getting the right options has paid off with our fabulous headline figures being:

5 A* - G	100%
5 A* - C	80%
5 A* - C incl E/M	71%
Progress 8	0.37 ( <i>above 0.1 = good</i> )
Ebacc	42% ( <i>the best in the county</i> )
A* - C in English	93% ( <i>the best in the county</i> )
A* - E in English	100%
A* - C in Maths	73%
A* - C in Science	72%

Furthermore, our first A-level results highlight what a fabulous venture the sixth form has become with the first year's results way above expectation. 16 students recorded an A grade and 63% of the cohort gained A\* - C grades. It is extremely promising for half way through the course. The £4 million sixth form block finishing in February will add to the course availability and places we are able to offer. The sixth form will grow and grow with over 150 students from nine different schools now in the sixth form.

Summer 2016 Results  
Overview of GCSE Results

Subject Name	Entries	# A* to A	% A* to A	# A* to C	% A* to C	A*	A	B	C	D	E	F	G	U
Additional Science GCSE	194	26	13.40%	140	72.16%	2	24	54	60	38	9	6	1	
Art GCSE	56	24	42.86%	56	100%	7	17	19	13					
Biology GCSE	32	23	71.88%	31	96.88%	12	11	6	2	1				
Catering GCSE	24	2	8.33%	18	75%		2	7	9	3	3			
Certificate in Digital Applications L1	7	0	0%	0	0%			1	6					
Certificate in Digital Applications L2	10	0	0%	8	80%			3	5					2
Chemistry GCSE	32	24	75%	31	96.88%	6	18	4	3	1				
Chinese Mandarin	3	3	100%	3	100%	3								
Classical Studies	26	9	34.62%	22	84.62%	2	7	4	9	2	1	1		
Computer Science GCSE	12	4	33.33%	9	75%		4	1	4	2		1		
Core science GCSE	194	15	7.73%	144	74.23%		15	61	68	34	9	6		1
Dance GCSE	18	9	50%	17	94.44%	5	4	6	2	1				
Drama GCSE	16	0	0%	15	93.75%			9	6	1				
English GCSE	227	62	27.31%	210	92.51%	14	48	79	69	7	10			
English Lit GCSE	225	41	18.22%	190	84.44%	8	33	65	84	25	9	1		
Food Tech GCSE	14	1	7.14%	11	78.57%		1	6	4	1	1		1	
Further Mathematics GCSE	41	10	24.39%	34	82.93%		10	10	14					7
Geography GCSE	100	17	17%	63	63%	11	6	16	30	27	6	3	1	
German GCSE	103	18	17.48%	69	66.99%		18	17	34	18	12	4		
Global Perspectives GCSE	8	8	100%	8	100%	3	5							
Graphic Products GCSE	35	11	31.43%	29	82.86%	4	7	10	8	6				
History GCSE	111	21	18.92%	77	69.37%	5	16	28	28	22	11		1	
Mathematics GCSE	227	39	17.18%	166	73.13%	13	26	55	72	45	8	2	3	3
Music GCSE	4	1	25%	2	50%		1	1		2				
PE/ Sport GCSE	54	6	11.11%	20	37.04%	3	3	4	10	15	12	7		
Physics GCSE	32	21	65.63%	32	100%	9	12	8	3					
Polish GCSE	7	7	100%	7	100%	3	4							
Polish AS	5	5	100%	5	100%		4	1						
Portuguese - GCSE Full Course	2	2	100%	2	100%		2							
RE GCSE	17	0	0%	3	17.65%			1	2	3	6	4	1	
RE, Philosophy & Applied Ethics GCSE	39	19	48.72%	36	92.31%	11	8	12	5	2	1			
Religious Studies B (GCSE Short Course)	1	0	0%	1	100%				1					
Resistant Materials GCSE	27	1	3.70%	21	77.78%		1	6	14	6				
Russian - GCSE Full Course	1	1	100%	1	100%	1								
Russian AS Level	1	1	100%	1	100%		1							
Science A (Route 2) - GCSE Full Course	2	0	0%	1	50%				1		1			
Spanish GCSE	104	12	11.54%	55	52.88%	3	9	15	28	28	15	4	2	
Textiles GCSE	10	1	10%	9	90%		1	4	4	1				

### Summer 2016 Results Overview of BTEC Results

Subject Name	Entries	# A* to A	% A* to A	# A* to C	% A* to C	D*/D*2	D/D2	M/M2	P/P2	P1	U
Business Studies BTEC 2015	12	0	0%	10	83.33%			3	7	2	
Childrens Play, Learning and Development BTEC	15	1	6.67%	7	46.67%	1		3	3	7	
Music BTEC	11	2	18.18%	11	100%		2	4	5		
Adult Literacy - ESOL Full Course	4	0	0%	4	100%					4	
Hairdressing & Beauty Therapy	9	0	0%	9	100%			4		5	

### Summer 2016 Results Overview of A-Level Results

Subject Name	Entries	# A* to A	% A* to A	# A* to B	% A* to B	# A* to C	% A* to C	A	B	C	D	E	U
Biology	2	0	0.00%	0	0.00%	1	50%			1			1
Business	4	0	0.00%	1	25%	2	50%		1	1	2		
Chemistry	5	1	20.00%	3	60.00%	4	80%	1	2	1	1		
Dance	2	0	0.00%	0	0%	1	50%			1	1		
Drama	2	0	0%	2	100%	2	100%		2				
English	1	0	0%	0	0%	0	0%				1		
French	3	1	33%	3	100.00%	3	100%	1	2				
Further Maths	3	1	33%	2	67%	2	67%	1	1			1	
Geography	13	2	15.38%	5	38.46%	9	69%	2	3	4	3	1	
German	2	1	50.00%	1	50%	2	100%	1		1			
History	1	0	0.00%	1	100.00%	1	100%		1				
Maths	18	0	0%	4	22.22%	8	44%		4	4	5	5	
PE	4	0	0%	0	0.00%	0	0%				2	1	1
Physics	3	0	0.00%	0	0.00%	1	33%			1		2	
Politics	2	0	0.00%	1	50.00%	2	100%		1	1			
Psychology	4	1	25.00%	3	75.00%	3	75%	1	2				1
Religious	9	4	44.44%	6	66.67%	7	78%	4	2	1	1	1	
Russian	1	1	100%	1	100%	1	100%	1					
Sociology	5	1	20.00%	1	20.00%	1	20%	1			2	1	1
Spanish	3	1	33%	3	100%	3	100%	1	2				
Textiles	4	2	50.00%	2	50.00%	3	75%	2		1	1		

### Whole School Attendance Figures 2015-16

Group	Presents	AEA	Authorised Absences	Unauthorised Absences	Possible	% Attend
Year 07	96.5	0.3	3.2	0.0	100.0	96.8
Year 08	94.6	1.4	3.8	0.1	100.0	96.1
Year 09	93.6	1.6	4.3	0.5	100.0	95.2
Year 10	91.5	4.1	4.0	0.4	100.0	95.7
Year 11	94.1	1.8	4.0	0.2	100.0	95.9
<b>Totals</b>	94.1	1.9	3.8	0.2	100.0	95.9

### Destination Information

	2008	2009	2010	2011	2012	2013	2014	2015
<b>Full Time Further Education</b>	79.1%	79.3%	87.0%	87.9%	88.9%	88.5%	93.6%	92.92%
<b>Non-Employed Training</b>	5.3%	7.0%	4.2%	3.1%	3.3%	3.1%	2.5%	1.88%
<b>Employment with Training and Apprenticeship</b>	1.2%	1.0%	1.1%	3.1%	3.7%	6.2%	3.5%	2.36%
<b>Employment without Training</b>	7.8%	8.2%	1.5%	1.4%	0.9%	0.0%	0.0%	0.0%
<b>NEET (not in employment, education or training)</b>	3.3%	4.1%	3.1%	4.0%	2.3%	1.3%	0.0%	0.0%
<b>Other (moved away, cannot be contacted)</b>	3.3%	0.4%	3.1%	0.5%	0.9%	0.8	0.5%	2.83%
<b>Total Number of Students</b>	244	243	192	224	215	225	202	212

## Careers Education

Careers information, advice and guidance is an important part of the curriculum for all year groups, though especially for year 9 students prior to them making KS4 subject choices and for year 11 students before their transition to further education or training. Lessons are delivered both during values and ethics lessons and also via a rolling program of dedicated careers lessons delivered by our full time Careers Advisor.

We have a Young Persons Practitioner allocated to our school who provides invaluable guidance and support sessions for students needing extra support. These take the form of individual interviews. All year 11 students are interviewed by the school's Career Adviser, as well as selected year 10 and 9 students as required. Students may also request an interview or drop into the careers office in school during break or lunch times.

Local further education colleges, training agencies and employers attend our careers convention in November which all year 11 students attend. They also provide talks, displays, workshops and 'taster days' for year 10 and 11 students at different times of the year.

Year 10 students undertake one week's work experience during the spring term. Reports from this are included in the Record of Achievement folder. Some year 10 and 11 students also undertake work experience and training towards vocational qualifications, including the BTEC in Childcare and the foundation learning suite of courses.

## Instrumental Music: Individual Lessons

Students can learn to play a variety of instruments including:

French horn, flute, recorder, clarinet, saxophone, trumpet, trombone, tuba, violin, cello, acoustic guitar, electric guitar, drum, piano and keyboard, oboe and bass guitar.

There is a charge for these lessons and they take place weekly during the school day. It is very important that any school work missed as a result of an instrumental lesson is made up and homework set is handed in on time.

Teachers aim to deliver a minimum of 30 lessons per year. These tend to be taught in 20-30 minute sessions and students can opt for them to be shared or individual. Where there are sufficient students, the teacher will rotate the lessons so that the same time is not affected each week.

Many students go on to take graded exams with the Associated Board as well as taking part in musical events such as the carol service, school production, instrumental concert and cabaret evening. Not only do these opportunities create lasting memories, they also provide the skills and performing experiences necessary to excel in GCSE music and BTEC music.

Please contact the music department if you require further details.

## Rewards and Sanctions

We believe in rewarding excellence and recognising achievement wherever it occurs. Students learn best if they are treated in ways that build mutual respect. As well as the Ofsted endorsement that the behaviour of the students is outstanding, a recent Local Authority inspection recognised the very good behaviour of our students. They commented that “students behave well, are mature in their outlook.... and have a positive attitude towards their school”. In our anonymous parental survey February 2015, the overall satisfaction was once again an excellent rating with 97% of parents stating they would strongly recommend the school to another prospective parent.

Our Rewards and Sanctions Policy is based on the principle that students choose their own behaviour. We are allowed to detain any student at the end of a school session, although we must, of course, give you at least 24 hours’ notice if the detention is for longer than 10 minutes. No student will be detained for more than an hour and, most usually, 45 minutes after the end of afternoon school. Any student whom we detain will have made a series of choices beforehand. If we plan to detain a student, they will bring a form home for you to sign and return indicating that you are aware of the detention. **Failure to return the form does not excuse the student from the detention.**

We have a range of rewards to encourage your child to achieve his/her very best in learning and to recognise achievements both in and out of school. We ask you to regularly review your child’s planner and the three reports you will receive a year and encourage him/her to work towards more credits and awards. A well-placed word of encouragement can go a long way. There is an annual Awards Evening as well which is always a wonderful evening. We have a strong and effective **Anti-Bullying Policy** which is always enforced. Please ask if you require any further details.

## Charging Policy for School Activities

The school wishes to provide, for all students, the best possible educational opportunities available within the funds allocated by the Education Authority. The law, through the Education Act 1996, states very clearly that education during normal school hours is to be free of any compulsory charge to parents and the school warmly endorses that principle and is committed to upholding the legal requirements.

It is recognised, however, that many educationally valuable activities have been and will continue to be dependent on financial contributions in whole or in part from parents. Without that financial support the school would find it quite impossible to maintain the quality and breadth of the educational programme provided for students. The school's concern is to keep financial contributions to a reasonable minimum and to ensure as far as possible that all children are able to take part, irrespective of their circumstances. All trips will evaluate the group of students taken to ensure it represents the Christopher Whitehead cohort and does not preclude any group of students due to cost, additional needs, gender or aptitude.

The law recognises that charges may be made to parents in certain defined circumstances – provided that each school has identified the activities for which charges will be made and has explained the basis on which charges may be reduced or waived for certain students. The Governing Body of Christopher Whitehead Language College and Sixth Form currently has the policy that:

### Day Visits

For visits occurring during school time, the school will invite voluntary contributions from parents to meet costs. For visits outside school time parents will be charged for all allowable costs. Charges may be waived or reduced for children whose parents make application to the Headteacher.

### Residential Visits –Essential

For residential trips which are essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, the school will invite voluntary contributions from parents to meet costs other than children's board and lodgings. Parents will be charged for the full cost of children's board and lodgings. No charge for board and lodgings will be made for children receiving benefits as detailed in the remissions policy. Charges may be waived or reduced for other children whose parents make application to the Headteacher.

### Residential Visits - Non Essential

For residential trips which are **not** essential to the National Curriculum, statutory RE or in preparation for prescribed examinations, parents will be charged for the full cost of the visit, including all allowable costs\* and board and lodging. Charges may be waived or reduced for children whose parents make application to the Headteacher.

\*Allowable costs include:

- a) The child's travel and subsistence costs.

- b) Materials, books, instruments and other equipment
- c) Non-teaching staff.
- d) Costs of teaching staff where separately engaged under contract for services for the visit or activity.
- e) Entrance fees to museums, castles, theatres, etc
- f) Insurance costs.

### **Instrumental Music on an Individual Basis**

There is a charge for these lessons and they take place weekly during the school day (please also refer to page 15 of this document for more details).

### **Classroom Materials**

No charge will be made for materials or equipment. However, for certain practical activities (design technology, etc) parents may be invited to provide materials or ingredients on a voluntary basis. Where parents would like to possess the finished product, the school reserves the right to charge the cost or require the supply of the necessary materials.

### **Examination Fees**

- a) The school will pay the entry fee for all prescribed examinations except:
  - i. where the governors consider that there are educational reasons why the students should not be entered or if the parents have so requested in writing;
  - ii. where the school has not prepared the student for the particular examination.
- b) If a student (with parental agreement) is entered for a non-prescribed examination, then parents may be charged for the entry fee together with any associated charges.

All those students who fail to complete the required coursework or fail to sit the final examinations may be charged the entry fee.

The school will consider waiving the requirement to pay any examination entry fees where there is clear evidence of severe family hardship.

### **Damage or Loss to Property**

A charge will be levied in respect of willful damage, neglect or loss of school property (including premises, furniture, equipment, books and materials). The charge will be the cost of replacement, repair or a lower cost may be set at the decision of the Headteacher.

A charge maybe levied in respect of willful damage, neglect or loss of property belonging to a third party where the cost has been recharged to the school.

### **Other Charges**

The Headteacher, Finance Committee or Governing Body may levy charges for miscellaneous services up to the cost of providing such services e.g. providing a copy of an OFSTED report.

## Remissions Policy

The Headteacher may decide not to levy charges in respect of a particular activity if he/she feels it is reasonable in the circumstances.

Complete remission of any charges for board and lodging for an essential residential trip will be made if:-

The education provided on that trip cannot be charged for and the student's parents/carers are in receipt of any of the following benefits:

- Income Support
- Income Based Jobseekers Allowance
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income does not exceed £16,190. (Financial Year 2015/16)
- The guarantee element of the State Pension Credit.
- An Income related employment and support allowance that was introduced on 27th October 2008.
- Universal Credit in prescribed circumstances.

## Contact Information

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Chair of Governors: Mr G Evans