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London County Council.

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G. H. GATER, C.M.G., D.S.O.,
EDUCATION OFFICER.
Replies to be addressed to the Education Officer, quoting—

Education Officer's Department,
The County Hall,
Westminster Bridge, S.E.1.

3rd July, 1931.

H.2/2.

Dear Sir,

Rules of the Education Committee and Regulations of the Council regarding fee-paying pupils.

The rules of the Education Committee governing the procedure to be followed regarding fee-paying pupils in the Council's secondary schools have in some cases become out of date and in others experience has shown the necessity for revision. The Education Committee have now agreed to certain alterations in these rules to bring them into line with present requirements.

A copy of all the rules on the subject is forwarded herewith together with an extract from the relevant regulations of the Council.

Your attention is especially directed to the revised wording of Regulation E.468(c). Hitherto, this regulation has provided that the "penalty" for premature withdrawal shall be £5. This £5 is a contribution towards the cost incurred in educating the pupil and is not a "penalty"; and the Solicitor has advised that the word ought not to be used in correspondence which may be required as evidence in Court. The Council has accordingly reworded the regulation and I shall be obliged if the word "penalty" is not used in future when referring to the sum due under the agreement because of the premature withdrawal of pupils.

The receipt books concerned is being reprinted.

Yours faithfully,

G. H. Gater

Education Officer.

The Head Master,
Wandsworth School.

RULES OF THE EDUCATION COMMITTEE REGARDING FEE-PAYING PUPILS.

Rule 243 - (a) In the case of pupils admitted to secondary schools at the beginning of the school year in September, the "age on admission" shall be taken to mean the actual age on the previous 31st July.

(b) As regards pupils admitted at dates other than the beginning of the school year:-

(i) Those admitted in the spring and summer terms shall be regarded as entering at the beginning of the following school year. (The fee for the broken portion of the year shall be at the same terminal rate as the fee payable in respect of the complete school year following the date of admission).

(ii) Pupils admitted during the autumn term shall be regarded as having entered at the commencement of that term, provided that the full fee for the term is paid.

Rule 244 - In secondary schools where a descending scale of fees is in force:-

(i) Any alteration in the amount of the fee by which the pupil is to benefit by the descending scale shall take place at the commencement of the autumn term only.

(ii) When a pupil enters at half-term, the half-term in question shall not be counted when assessing the time spent in the school except as provided in Rule 243(b)(ii).

(iii) If pupils are admitted before attaining the prescribed age attendance before such age shall not be taken into account in determining fees.

Rule 245 - (a) Fees at the Council's secondary schools are payable for each term in advance and are due on the first day of the term (subject to the exceptions in clauses (d) and (e) hereunder). Payment must be made through a banker according to the directions on the demand note for the terminal fee.

(b) The parent or guardian of a pupil is liable for the payment of the fees for the term, if the pupil:-

(i) Has been in attendance at the school during the previous term, unless written notice shall have been given six weeks before the end of the term of his or her withdrawal from the school. A continuous absence for at least six weeks ending at the end of any term is deemed to be the notice of withdrawl required under this clause.

(ii) Has entered as a new pupil of the school before the half-term holiday.

(c) Any pupil, the receipt for whose fee does not reach the head master or head mistress within one fortnight of the first day of the term, or within one fortnight of the pupil entering the school, may be required to withdraw from the school but the liability of the parent or guardian for the payment of the fee for that term and any other sum due under the agreement will not be affected by such exclusion.

(d) The fees payable in respect of pupils absent from school for personal illness, infectious disease at home or other sufficient cause, may be adjusted as follows, provided that, if the case is one of personal illness or infectious disease at home, a medical certificate is produced, certifying the cause and covering the period of absence:-

(i) If the pupil is absent for six continuous weeks, exclusive of the Christmas, Easter or Summer holidays, but not for a complete term - (a) if the pupil returns at the beginning of a term half the amount of the fees paid for the

term in which the absence occurred may be remitted; (b) if the pupil returns during a term half the amount of the fees due for that term may be remitted.

(ii) If the pupil is absent for the whole term the fees for that term may be remitted.

(e) A pupil who enters the school after mid-term holiday of any term may, at the discretion of the head master or head mistress, be accepted for that term on payment of the fee for half the term.

(f) The parent or guardian of a pupil is required to pay only the fee for half the term in the case of a pupil who is to leave school at mid-term, provided that there is sufficient reason for leaving and that notice thereof is given to the head master or head mistress of the school on or before the first day of the term.

(g) The special fees for oral examinations, in connection with the school examinations of the University of London, held at the Council's secondary schools, are paid by the Council.

Rule 246 - For the purpose of determining the fees to be charged on the admission of pupils to maintained secondary schools, credit may be given for previous attendance at schools of similar status, provided that:-

(i) No attendance made by the pupil before he or she attained the minimum age for admission to the school at which he or she seeks entrance shall be taken into account.

(ii) The parent shall, if so required, submit a certificate from the school or schools stating the period of previous attendance, and the status of the school attended.

The Education Committee has also repealed the rule under which the Council holds the parent or guardian responsible for the payment of the term's fee in cases of failure to the prescribed six weeks notice of the withdrawal of a scholarship or free-place holder.