COLLIS PRIMARY SCHOOL

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Academic Year 2024-2025

Dear Parents and Carers,

Re: Private School Requirements – Introduction of a fee to provide reports to private schools

At Collis School, we are committed to ensuring the best possible opportunities for your child's education and transition to secondary school. Over the past few years, we have seen a significant increase in the demand for individual private school reports provided by our school. While we are dedicated to supporting our pupils in securing the right secondary school, this increase in report requests has presented challenges, both in terms of time and resources for our teaching and administrative staff.

To address this, the Collis Governing Body Resources Committee decided to introduce a new policy and fee regarding the provision of reports required for entry into private schools. We want to outline this policy and its procedures to ensure transparency and clarity for all parents.

Procedure for Obtaining and Paying for Reports Provided by Collis for Private School Entry:

1. **The Secondary School Contact Collis:**

- Secondary schools will directly contact Collis School to request a report for your child.
- Upon receiving the request, our finance office will raise an invoice for the required report and sent to the parents of the child.
- Once the payment is settled, Collis School will promptly provide the report, sending it directly to the requesting secondary school.

2. **Parent-Initiated Request:**

- If a parent notifies the school about their child's application to a secondary school, a report request will follow from the secondary school to Collis.
- The same procedure as outlined above for point one will be repeated.

Important Note: In most circumstances, we do not provide standalone references. The Collis report takes precedence over a reference. However, if the private secondary school requires an additional reference for a bursary or an individual reference from the head teacher, there will be no extra charge for this. It will be included in the fee for the first general academic report (see below). If you are applying for more than one private school, the fee will be

reduced to £30 for each additional duplicated report required and the administration in sending the report. However, additional school applications that require a specialist report (which isn't a simple duplication of the first general report) will be charged the £100 fee.

Please note that these reports are intended for the schools' use only and cannot be shared with parents.

Summary of Fees:

- 1A, First general academic report: £100
- 1B, First specialist report (e.g., for scholarship application): £100
- 1C, Each additional copy of general or specialist reports: £30
- 1D, Each digital report completion: £100

We want to ensure that this policy remains equitable for all families. Therefore, we will waive these charges for children who are eligible for Pupil Premium (Free School Meals). If you are experiencing financial difficulties, please contact the school in confidence.

Further information about our Charging and Remissions Policy is on the Collis Website: https://www.collis.richmond.sch.uk/school-policies/

For all communications related to reports, please direct your inquiries to the Collis office through Stephanie Knight at sknight@collis.richmond.sch.uk. For questions regarding invoicing, and confirmation of payments, please contact the school Bursar accounts@collis.richmond.sch.uk

We wish your child the best of luck with their private school applications, and Collis School will continue to provide support throughout this important process.

Yours sincerely,

The Collis Governing Body Resources Committee