

BISHOP WORDSWORTH'S SCHOOL

CHARGES AND REMISSIONS POLICY

This is a Statutory Policy

Note: Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best practice and is to be adhered to unless non-compliance can be justified.

DEFINITIONS

TERM	DEFINITION
The School	Bishop Wordsworth's School.
School hours	0840 – 1155 & 12.55 – 1550 daily during term-time.
School session	0840 – 1155 or 1255 – 1550.
Half day	Any twelve hours ending at noon or midnight or a School Session
Required educational activity	An activity which takes place: to fulfil statutory duties relating to the National Curriculum; and/or to fulfil statutory requirements relating to Religious Education; and/ or to meet the requirements of prescribed public examinations.
Optional extras	Any activity which is not a required educational activity.
Residential trip within school hours	If less than 50% of the time falls outside school sessions where the total length of the trip is reckoned in half days and each school session represents one half day eg a term time trip from noon on Wednesday to 2100 on Sunday (9 half days which, includes 5 school sessions).
Residential trip outside school hours	If more than 50% of the time falls outside school sessions where the total length of the trip is reckoned in half days and each school session represents one half day. eg a term time trip from noon on Thursday to 2100 on Sunday (7 half days which includes 3 school sessions).
Parent(s)	'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of him.

CHARGING POLICY – INFORMATION FOR PARENTS

- 1. Required Educational Activities.** There will be no charge for any required educational activity in or outside school hours, residential or non-residential.
- 2. Materials Books and Equipment.** These are provided free of charge up to Year 11 if used for education during school hours but parents are asked to provide personal writing instruments, geometrical drawing equipment, a calculator, a Bible, an atlas and a dictionary. Pupils above compulsory school age may be asked to purchase text books from an academic department at a price not greater than the cost. At the end of the course pupils will have the option of selling back to the department books that are in good condition.

3. **Clothing.** Parents are expected to provide school uniform, sportswear and a protective apron for practical work. NB Protective goggles are provided for use as necessary for some activities but many parents prefer their sons to have a personal pair for their individual use. These are available for purchase in the school.

4. **Practical Work Materials.** Charges may be made for materials used in practical work when parents have indicated in advance a wish to own the finished product.

5. **Optional Extras.** There will be no charge for optional extras provided within school hours except for instrument tuition (see Para 8). There will be a charge for any optional extras provided outside school hours. These charges will be made to cover:

- a. A pupil's travel costs and costs of the activity (eg entrance fees for museums etc).
- b. A pupil's board and lodging.
- c. Materials, books, instruments and other equipment other than those normally provided for use in school.
- d. Non-teaching staff costs.
- e. Teaching staff costs (including travel, board and lodging) when a teacher or instructor has been engaged specifically for the purpose of providing the activity..
- f. In addition, charges may be made to cover any other costs incurred as a result of these optional extra activities.

6. **Non-Residential Trips.** There will be no charge for non-residential trips which take place wholly or mainly in school hours. Charges will be made for non-residential trips if more than 50% of the time (including travelling time) is outside school hours.

7. **Residential Trips.** There will be a charge to cover the cost of board and lodging for residential trips which take place both within or outside school hours. There will be an additional charge for residential trips outside school hours.

8. **Instrument Tuition.** Charges will be made for optional (at parental request) individual instrumental tuition given in or out of school hours except for pupils studying Music at AS or A2 level. In this instance tuition may be provided by the school or should the pupil receive private lessons, a subsidy of up to 11hrs per academic year at the current rate of lessons from the Wiltshire Music Service may be reclaimed via the finance office on production of paid receipts, up until the Easter of their A2 study.

9. **Public Examinations.**

- a. The School will meet the cost of one entry in each individual subject in the summer or autumn examinations for which the pupil has been prepared by the School.
- b. Parents will be required to meet the cost of entry for public examinations other than prescribed public examinations (such as ABRSM music examinations), except when qualification via such an examination is required by a prescribed examination syllabus or by the National Curriculum.
- c. Parents will be required to meet the cost of entry for prescribed public examination for any subject(s) in which the pupil has not been prepared by the School.
- d. Parents will be required to meet the cost of entry for prescribed examination if a pupil fails, without good reason, to complete the examination requirements (including non-completion of coursework).
- e. **Voluntary Contributions.** Parents may be asked to make voluntary contributions towards the cost of entry to prescribed examinations for which pupils have been prepared by the School.

10. **Breakages.** Parents will be asked to meet the costs of breakages, damage or loss resulting from a pupil's behaviour or negligence.

11. **Representative Activities.** There may be a charge when a pupil represents the school in an organised activity (eg as a member of a school team). Any charge will be at the School's discretion, but will not be greater than the total cost of the activity (including transport), divided between the number of pupils taking part.

REMISSIONS POLICY

12. **Charges.** Charges are not to be made for required educational activities for pupils whose parents can qualify for Free School Meals and are in receipt of Income Support, Job Seekers' Allowance (Income Based) or Child Tax Credit only and whose annual income (as assessed by the Inland Revenue) is less than the permitted level.

13. **Trips and Activities.** A parent may apply for financial assistance towards costs of trips or activities by writing to the Head via the Finance Office.

a. Letters must state the activity for which assistance is requested and also the level of parental contribution that can be afforded.

b. Each case will be considered individually and the level of group subsidy will be dependent upon the number of pupils involved and any financial restraints.

c. The Trustees of the School's private funds have agreed that subsidies may be funded from the Travel Fund, (Hardship sub fund) for which the Head has delegated authority.

d. Voluntary contributions may be invited from parents for trips and activities. But the amount requested is not to be greater than the total cost of the trip divided between the number of pupils taking part. Parents are to be informed that the trip/ activity will not proceed if not fully funded by the total of any subsidy and parental contributions.

e. If parental contributions exceed the final cost of the trip, refunds of the excess are to be offered to parents for each pupil if the excess per pupil is greater than £20 for overnight trips or £10 for day trips.

f. The membership of the group is to be determined before contributions are invited subject, if necessary, to oversubscription criteria as specified in the trip letter to parents.

14. **Extended Learning.** The Trustees of the School's private charitable funds will consider subsidies to support pupil extended learning such as ECDL, Open University, in School music tuition or similar. Applications for subsidies are to be made to the Head who is to consider the application and recommend as appropriate to the private funds trustees.

15. **Donations.** All parents are to be invited to make donations to the School Income Appeal and where appropriate to register in the Gift Aid Scheme.

EVALUATION

16. This Policy is to be reviewed annually by the Governors' Finance & Audit Committee.

17. This Policy was implemented by Governors in February 1996, reviewed, amended and re-adopted on (dates in () indicate no amendments):

8.10.96, 14.10.97, 13.10.98, 12.10.99, 10.10.00, 9.10.01, 8.10.02, 04.05.04, (03.05.05), 05.12.06, 20.11.07, (10.07.08) 8.10.09, 10.08.11, (25.06.13), 19.06.14, (30.6.15), 29.06.16, (27.06.17), 03.07.18, 21.03.19, 26.06.19