

BISHOP WORDSWORTH'S SCHOOL

CHARGES AND REMISSIONS POLICY

This is a Statutory Policy

| TERM | DEFINITION |
|--------------------------------------|---|
| <i>The School</i> | <i>Bishop Wordsworth's School.</i> |
| <i>Required educational activity</i> | <i>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.</i> |
| <i>Optional extras</i> | <i>Any activity which is not a required educational activity.</i> |
| <i>Parent(s)</i> | <i>'Parent(s)' includes guardian(s) or any person who has parental responsibility for the student or who has care of the student.</i> |
| <i>Mandatory and Advisory</i> | <i>Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.</i> |

CHARGING POLICY

- 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.** Materials, books and equipment 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 pair of lightweight headphones, a Bible, an atlas and a dictionary. If students wish to annotate their text books, then they may purchase their own copy through an independent retailer. Students above compulsory school age should purchase their text books independently. For any other resources that may be required but are not available to a student to purchase independently, the student will be charged at cost.
- 3. Clothing.** The School is guided by statutory guidance at <https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-school-uniforms>. Parents are expected to provide school uniform, sportswear and a protective apron for practical work. Protective goggles are provided for use as necessary for some activities but many parents prefer their child(ren) to have a personal pair for their individual use. These are available to purchase independently from reputable retailers. In cases of hardship, there are some charitable funds to which parents may apply (see Paragraph 10). There is also a second-hand clothing shop organised by the Bishop Wordsworth's School Parents' Association.
- 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. Instrument Tuition.** Musical instrument tuition is organised through private arrangements between the peripatetic teacher and parents.
- 6. 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 student 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 student has not been prepared by the School.
 - d. Parents will be required to meet the cost of entry for prescribed examination if a student 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 students have been prepared by the School.
 - f. **Pre-Payments.** Where the cost of the examination is to be paid by parents but remitted to the examination board by the School on their behalf (such as in instances 6.b to 6.d), the School will make that payment only on prior receipt of the fee from the parents.
 - g. **Re-Marks, Appeals and Script Copies.** Examination Boards have standard fee structures for re-marking or appealing a result and for providing copies of scripts. These costs are handled in the same manner as described in paragraph 6.f and the School charges a small administrative fee.
7. **Breakages.** Parents will be asked to meet the costs of breakages, damage or loss resulting from a student's inappropriate behaviour or negligence.
8. **Representative Activities.** There may be a charge when a student represents the school in an organised activity (e.g. 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 students taking part.
9. **Trips and Activities.** Categories are:
- a. **Required Educational Activities.** As stated in Paragraph 1, there is no charge for required educational activities. However, 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/activity divided between the number of students taking part. A typical example of such a trip/activity would be a Geology fieldtrip in which the students' work is later submitted for examination.
 - b. **Optional Extras – Curriculum Enhancement.**
 - (1) An example of a curriculum enhancing trip/activity would be a theatre trip to see a play that is being studied for an English examination. It is not "required" because students could watch it on DVD. Parents are to be invited to register their son/daughter and those eligible to free school meals are likely to receive a subsidy from the School's charitable funds if required (See Paragraph 10). Parents are to be informed that the trip/activity will not proceed unless fully funded by the total of any subsidy and parental contributions.

(2) This category also includes extra-curricular lessons, i.e. those that are taught outside school hours, are not part of the core curriculum and are chosen voluntarily by students.

c. **Optional Extras – Enrichment.** An example of an enrichment trip/activity would be an outward-bound trip during school holidays. Parents are to be invited to register their son/daughter and informed that the trip/activity will not proceed unless fully funded by the total of any subsidy and parental contributions. (Subsidies from charitable funds will be less likely than for curriculum enhancing activities described in Paragraph 9.b.) The membership of the group is to be determined before contributions are invited subject, if necessary, to oversubscription criteria as specified in the trip/activity letter to parents.

d. **Charging Details.** Further detail on charging, insurance and cancellations is contained in the Annex to this Policy.

10. **Financial Support.** Financial support for parents is available from either of two separate charities: the Bishop Wordsworth’s School Foundation and the Bishop Wordsworth’s Trust. Grants may cover trips, books, uniform, extended learning and other activities. Application details are published on the School’s website.

11. **Donations.** All parents are invited to donate to the School Income Appeal (managed through the Bishop Wordsworth’s Trust) and where appropriate to register in the Gift Aid Scheme.

CHANGES IN LEGISLATION

12. If, during the currency of this Policy, any statute or statutory instrument is enacted that adds to, modifies or is in conflict with any provisions of the Policy, then the Policy will be deemed to include any such statutory provision to the extent necessary to make the Policy compliant with that provision.

MONITORING AND EVALUATION

13. This Policy is to be reviewed annually by the Governors’ Finance, Audit and Risk Committee.

14. This Policy was implemented by Governors in February 1996. The last 3 years’ review history is below:

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|--------------------------------|------------------------|
| 23 rd June 2022 | Minor updates |
| 20 th June 2023 | Minor updates |
| 18 th June 2024 | Minor updates |
| 26 th November 2024 | Refund amounts amended |

ANNEX

Trip and Activity Charging, Insurance and Cancellations.

TRIP AND ACTIVITY CHARGING, INSURANCE AND CANCELLATIONS

Trip/Activity Cost Calculations

The trip/activity leader and the Finance Team meet to identify all cost contributors and to estimate the likely amount in each case. These include:

- Entry fees
- Travel
- Food
- Accommodation
- Support staff
- Insurance
- Other overheads
- Contingency, dependent on the length and complexity of the trip/activity

The number of likely students attending is estimated based on experience and knowledge of previous similar trips/activities. The total estimated cost is divided by the estimated attendance to provide an amount advised in the letter to parents.

Insurance

School trips are insured through the School's membership of the Risk Protection Arrangement, which is managed by the Department for Education:

<https://www.gov.uk/guidance/the-risk-protection-arrangement-rpa-for-schools>.

Cancellations

In the event of withdrawal from a trip by the student, payments made to date will be refunded where possible, less any costs or deposits already paid or committed. In the event that another student takes their place, it is possible that all payments could be refunded in due course.

In the event of a cancellation by a third party or by other circumstances beyond the control of the School, the School will endeavour to secure refunds from the providers and/or insurers where appropriate. The School cannot use its government or charitable grants to underwrite potential losses.

In the event of a cancellation by the School, the School will use its reasonable efforts to claim refunds from any third parties to which payments have been made and from insurers, and any such amounts received by the School will be refunded to the payer on a pro-rata basis.

Contractual Status

The School does not trade as a provider of educational trips and it does not offer trips to students as consumer contracts for the supply of goods and services between the student and the School. Instead, the School acts as an agent between parents and trip/activity providers for the purposes of securing group bookings. The School is not liable for any failure of a trip/activity or any consequent financial loss for any reason that is beyond the immediate control of the School.

Refunds

If contributions exceed the final cost of the trip/activity, refunds of the excess are to be offered to parents if the excess amount per student is greater than £50 for overnight trips or £25 for day trips. If the costs were paid by subsidy, the respective charity is to receive the refund.