

For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

BISHOP WORDSWORTH'S GRAMMAR 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

The School is committed to ensuring that no student is disadvantaged or discriminated against due to financial hardship and will take reasonable steps to ensure equitable access to all activities.

1. **Required Educational Activities.** There will be no compulsory charge for any required educational activity in or outside school hours, whether residential or non-residential. However, in the case of residential visits that take place wholly or mainly during school hours and are required educational activities, the School may charge for board and lodging. Any such charge will not exceed the actual cost.
2. **Materials Books and Equipment.** Materials, books and equipment required for education during school hours are provided free of charge up to Year 11. Parents are encouraged to provide personal items such as writing instruments, geometrical

equipment, a calculator, lightweight headphones, an atlas and a dictionary. However, the School will ensure that no student is disadvantaged where such items are not available.

Students above compulsory school age may be expected to provide or purchase their own textbooks, however, the School will ensure that access to essential learning materials is not prevented due to financial hardship.

Where a student or parent/carer wishes to own materials, or where resources are provided in connection with optional extras, a charge may be made at cost.

3.

4. **Clothing.** The School complies with statutory guidance on the cost of school uniforms:

<https://www.gov.uk/government/publications/cost-of-school-uniforms/cost-of-schooluniforms>. Parents are expected to provide school uniform, sportswear and a protective apron for practical work, in accordance to the School's uniform policy. The School is committed to ensuring that uniform requirements are reasonable and do not place an undue financial burden on families.

Protective equipment required for lessons is provided by the School. Where appropriate, parents may choose to purchase personal items, such as protective goggles, for individual use. In cases of financial hardship, support may be available through the School's financial support arrangements (see Financial Support section).

A second-hand uniform shop is also available, organised by the Bishop Wordsworth's School Parents' Association.

5. **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.

6. **Voluntary Contributions.** Parents may be asked to make voluntary contributions. No student will be excluded in case their parents are unwilling or unable to make a voluntary contribution. The School will ensure that requests for contributions are made in a manner that avoids any perception of pressure. The identity of parents who do not contribute will not be disclosed.

7. **Instrument Tuition.** Charges may be made for musical instrument tuition where the tuition is provided either individually or in small groups and is requested by parents. No charge will be made for music tuition that forms part of the National Curriculum or is provided to a class as a whole.

8. **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. 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.
9. **Breakages.** Parents will be asked to meet the costs of breakages, damage or loss resulting from a student's inappropriate behaviour or negligence.
10. **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.
11. **Trips and Activities.**
- 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 fieldtrip in which the students' work is later submitted for examination.

Where a residential visit takes place wholly or mainly during school hours and is part of the curriculum, the School may charge for board and lodging only, and this charge will not exceed the actual cost. Remissions will apply to eligible families (see Financial Support section).
 - 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 considered a "required" because the learning objectives can be met through alternative resources, such as recorded performances or digital media. 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 11). 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. 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 11.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.

12. **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. For students in post-16 education, additional financial support may be available through the 16–19 Bursary Fund, to assist with the costs of participation in education, including essential books, equipment, transport and trips.

The School will fully or partially remit charges for parents/carers in receipt of eligible benefits.

Remission will apply particularly to:

- Board and lodging charges on residential visits
- Optional extras where financial hardship would prevent participation

Applications will be treated confidentially and considered on an individual basis.

13. **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. Roles and Responsibilities

- The Governing Body is responsible for approving and reviewing the policy.
- The Headteacher is responsible for implementation.
- The Finance Committee determines the level of charges.
- The School will ensure consistent application and transparency.
- Any disputes or complaints will be managed in accordance with the School's Complaints Policy.

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

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

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
9 th June 2025	Minor updates
8 th June 2026	Minor updates

This policy is published on the School's website in accordance with statutory requirements.

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

- 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

The School is insured through its membership of the Risk Protection Arrangement, which is managed by the Department for Education: <https://www.gov.uk/guidance/the-riskprotection-arrangement-rpa-for-schools>. This provides minimal cover (see 'Contractual Status' below) and parents may wish to purchase additional private insurance for some trips.

Cancellations and Withdrawals

Where a student withdraws from a trip or activity, the School will make reasonable efforts to secure a refund of any payments made. However, where costs have already been incurred or are non-refundable (for example deposits or bookings with third-party providers), these may be retained to cover those costs.

If another student is able to take the place, any recoverable costs will be refunded, less any additional charges incurred as a result of the change.

Refunds, where applicable, may not be confirmed until the trip or activity has been completed and all costs have been fully reconciled.

Financial Liability and Payment Responsibility

Parents are responsible for meeting the costs of trips and activities for which they have agreed their child will participate, including where places have been confirmed with third-party providers.

Where a student withdraws from a trip or activity, or is unable to attend, the School will seek to recover any costs already incurred on behalf of that student which cannot be reclaimed from third-party providers or insurers.

The School will make reasonable efforts to obtain refunds, however, where refunds are not available, the financial liability will remain with the parent.

Parents will be informed of the payment schedule, cancellation terms and any non-refundable elements at the time of booking.

The School will not make a profit from any charges and will only seek to recover the actual costs incurred.

Contractual Status

The School organises educational visits and works with third-party providers to deliver trips and activities. The School will take all reasonable steps to ensure appropriate standards of safety, safeguarding and care in accordance with its duty of care to students.

Where external providers are used, contractual arrangements may exist between parents and the provider. The School will act in good faith in facilitating arrangements and will ensure that appropriate due diligence is undertaken.

The School does not accept financial liability for the cancellation, alteration, or failure of any visit or activity where this arises from circumstances beyond the School's reasonable control, including but not limited to the actions or omissions of third-party providers, transport disruption, weather conditions, or force majeure events.

In such circumstances, the School will act reasonably and in good faith to support parents in seeking refunds, credits, or reimbursement from the relevant provider, including acting as an intermediary where appropriate, however, the School cannot guarantee recovery of any payments made. Any such requests may be subject to the provision of appropriate supporting evidence, where applicable.

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. Any remaining funds will be donated to the school's hardship funds. Refund thresholds are applied to ensure administrative efficiency, however, discretion may be applied in exceptional circumstances.