

## 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 good 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 – 1235 & 1335 – 1550 daily during term-time.
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.
Parent(s)	'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupil or who has care of the pupil..

#### 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 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 some courses, pupils have the option of selling back to the department books that are in good condition, though the School does not undertake to impose this on all departments.
- 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. 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.

## 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 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.

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

8. **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.

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 divided between the number of pupils taking part. A typical example of such a trip would be a Geology fieldtrip in which the pupils work is later submitted for examination.

b. **Optional Extras – Curriculum Enhancement.**

(1) An example of a curriculum enhancing trip would be a theatre trip to see a play that is being studied for English examination. It is not "required" because pupils 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 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, ie. those that are taught outside school hours, are not part of the core curriculum and are chosen voluntarily by pupils.

c. **Optional Extras – Enrichment.** An example of an enrichment 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 School Charitable Funds will be less likely than for curriculum enhancing activities explained 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 letter to parents.

d. **Refunds.** For all trips, if parental contributions exceed the final cost of the trip, refunds of the excess are to be offered to parents if the excess amount per pupil is

greater than £20 for overnight trips or £10 for day trips. If the costs were paid by subsidy, the respective charity is to receive the refund.

**10. Financial Support.** Financial support for parents is available from either of two separate charities: the School Foundation and the School Charitable Funds. Grants may cover trips, extended learning and other activities. Application details are to be published on the School's website.

**11. Donations.** All parents are to be invited to make donations to the School Income Appeal (part of the School Charitable Funds) and where appropriate to register in the Gift Aid Scheme.

## **EVALUATION**

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

13. 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, 30.06.20