



**WILSON'S SCHOOL**

## **Charging and Remissions Policy**

**Approved by the Trust Board: December 2022**

## **Introduction**

This policy sets out when Wilson's School will charge parents and when parents will be entitled to the remission of charges.

### **List of activities for which charging by the school is permitted:**

- The full cost of board and lodging on a residential visit.
- The full cost of activities which take place outside school hours but which are not provided for the syllabus for a prescribed public examination and are not required to fulfil statutory duties related to the national curriculum.
- The full costs of any materials, books, instruments, or equipment, where the student's parent wishes him to own them.
- The full costs of entering a student for a public examination where the student has not been prepared by the school for the examination.
- Examination re-sit(s) for which the pupil is not being prepared for the re-sit(s) at the school.

NB: As detailed in the contract for instrumental tuition made between the Peripatetic Music Teacher and the parent/carer, parents and carers must meet the full cost of individual tuition in the playing of a musical instrument or singing (whether in school time or not). The exception is (as set out below) that no charge may be made for tuition provided during school hours for looked-after children.

### **List of activities for which the school reserves the right to make a charge:**

- The full costs of entering the student for a public examination not prescribed in regulations and for preparing students for such an examination outside school hours.
- The full costs of entering the student in an exam for which the school has prepared the student if the student fails without good reason to meet any examination requirement for that syllabus. It shall be for the school to determine what a good reason is. This decision to be taken in the first instance by a Deputy Head. Parents may ask the Head to review the decision taken.

## Remissions

### A: Parents on Benefits

Remission of charges for parents of children entitled to Free School Meals:

- The full cost of board and lodging on residential visits *in school time*
- The full cost of board and lodging on residential visits *outside school time* which are covered by the following criteria:
  - where the purpose is to fulfil any requirements specified in the syllabus for a prescribed public examination
  - where the purpose is to fulfil statutory duties relating to the National Curriculum imposed by Section 88 of the Education Act 2002

### B: Music Tuition

- The cost of individual instrumental music tuition will also be remitted in all cases where the individual tuition is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.
- No charge may be made for individual music tuition provided in school hours in respect of a pupil who is looked after by the local authority (within the meaning of section 22(1) of the Children Act 1989)

### C: Other Cases of Hardship

- Funds may be available to assist with the remission of charges (either in whole or in part) not covered by the above under the Pupil Premium Strategy or the 16-19 Bursary (see the school's website for further information).

## Statement about voluntary contributions

There will be some visits, activities or items which the school cannot charge for but which the school considers would be beneficial to the students. In this case the school may ask for voluntary contributions. No student will be excluded from the activity or treated differently because they do not make a contribution. If voluntary contributions are not sufficient then it may be that the planned activity or trip cannot go ahead.

**NB: Every request for a voluntary contribution must carry this wording:**

***“No pupil will be excluded from this activity or treated differently because of the unwillingness or inability of parents to contribute. However, the visit must be self-financing and cannot take place without parental support. Parents of boys in receipt of free school meals should be aware funds are available to support boys. Please contact the Finance Office to arrange this. In other***

***cases of financial hardship or if you think your son may be eligible for free school meals, please contact the Director of Finance who will deal with the matter in confidence."***

### **Damage/Loss of Property**

Where school property has been wilfully or recklessly damaged or lost by a student or parent the school may charge those responsible for some or all of the cost of repair or replacement. Where property belonging to a third party has been damaged by a student, and the school has been charged, the school may charge some or all of the cost to those responsible. Whether or not these charges will be made will be decided by the Head depending on the circumstances.

### **Donations to the Wilson's School Trust CIO**

At the start of his academic life and periodically thereafter parents are given the opportunity to make contributions to the Wilson's School Trust CIO.