

Bishop Perrin Church of England Primary School

Charging and Remissions Policy

Statutory Policy



Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.

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Author	Operations Team
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All education during school hours is free. We do not charge for any activity undertaken as part of the National Curriculum.

1 VOLUNTARY CONTRIBUTIONS

When organising school trips or visits which enrich the curriculum and educational experience of the children, the school invites parents to contribute to the cost of the trip. All contributions are voluntary. However, if we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, all children who have permission participate fully.

Any charge made in respect of individual pupils will not exceed the actual cost of providing the optional extra activity, divided equally between the number of pupils participating.

If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we still allow the child to participate fully in the trip or activity. Sometimes the school pays additional costs in order to support the visit or events may be supported by the School Association.

The following is a list of additional activities organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- visits to museums and other places of educational interest;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to the theatre and musical events;
- workshops/visitors/events in school

2 RESIDENTIAL VISITS

Children in Years 5 and 6 have the opportunity to take part in a residential visit, for which there is a charge that covers transport, accommodation, food, insurance and specialist teaching, such as outdoor and adventurous activities provision.

The school will allocate an amount of money for hardship cases for school journeys each year. Where parents are eligible and wish to be considered as a case for hardship, they must write to the school advising them of how much of the cost of the school journey they will be able to meet. The deadline for this is in line with the published deadline for payment of the deposit.

In order to be considered as a case for hardship, parents must be able to submit proof that they are in receipt of the following benefit:

- Free School Meals

Initial deposits, without applications for hardship, will be seen as a commitment to pay the outstanding balance for the school journey. If a family's circumstances change considerably in the interim period then they should advise the school immediately and consider submitting a hardship application.

Non-payment following the deposits without qualification for hardship will mean that deposits and payments may not be returned and the place will be lost.

If there is insufficient money to cover the overall shortfall of the cost of a residential visit, then a decision will be made as to whether the school journey is viable.

3 MUSIC TUITION

All children study music as part of the normal school curriculum. This is free of charge. There is a charge for individual or group music tuition if this is not part of the National Curriculum. This is a third party arrangement between parents and the Richmond Music Trust.

4 SWIMMING

The school organises swimming lessons for all children in Years 2 and 3, top-up sessions for Years 4, 5 and 6 children (if they have not met the National Curriculum requirement of being able to swim 25m by the end of KS2). These take place in school time. The school pays for swimming tuition and pool hire. Parents are asked to pay for the cost of transporting the children to and from the pool. We inform parents when these lessons are to take place and when payment is due.

5 EXTRA-CURRICULAR ACTIVITIES

The school sometimes offers additional coaching after school. Qualified coaches, who are not members of the school staff, run and organise these sessions. They may make a charge for these sessions. Pupils are only able to attend if the costs of the activity are met.

6 FREEDOM OF INFORMATION REQUESTS

Where requested, documents related to the cost of a school trips and residential trips are available from the school on request. These documents can be viewed on the school premises, for which there is no charge.

7 PUPIL PREMIUM

The school allocates some of its Pupil Premium funding each year to provide financial assistance for those children who are eligible towards the costs of school visits, swimming transport, and extra-curricular activities. etc.

8 PUPIL REFERENCES AND REPORTS

When a current pupil at Bishop Perrin School applies to move to a selective school such as an independent (private) or grammar school (usually to start in Year 3 or Year 7), Bishop Perrin School is often asked to provide a written reference / report. References / reports are usually requested to illicit information about the pupil covering aspects of academic achievement, behaviour, attendance and areas of strength, such as sport and music.

In the event that a parent or former parent requires a reference / report to be produced for independent and/or grammar school, Bishop Perrin School will charge a fee for the production and submission of the reference/report.

A charge will also be made for any references / reports requested by a school after a pupil has been admitted that is not a reference /report that Bishop Perrin School has a statutory duty to write and share.

For the avoidance of doubt, if a pupil requires both a general academic reference / report and a specialist reference / report, to back up a scholarship application for example, two charges will be made: one for each of the two references/reports written. If a child is sitting for more than one school and the same reference / report can be copied for the additional schools applied for, then an administration fee will be charged for each extra copy. If, however, schools require bespoke references / reports, or that references/reports be completed online requiring a dedicated submission each time, each such report will be charged as a new reference/report.

See Appendix 1 for the current charge for completing pupil references.

9 COUNTER SIGNING PASSPORTS

When a pupil has attended Bishop Perrin School for a minimum of two consecutive academic years, a qualified teacher who has known the pupil and their parents for at least two consecutive years is able to counter sign passport applications (for either new passports or renewals).

The school makes a charge for counter signing passports of pupils and parents which covers the cost of the time and administration involved.

Parents wishing to have a passport counter signed must email the school to request this.

See Appendix 1 for the current charge for completing the counter signing of passports.

10 VISA RENEWAL

The school will make a charge to parents to cover the administration costs of validating a visa renewal request. This requires the school to confirm the name and address of a pupil, their date of birth and how long they have been a pupil at the school.

See Appendix 1 for the current charge for validating a visa renewal.

11 MONITORING

This policy is reviewed by the Operations Team every two years or sooner if there is a change in practice, legislation or charges.

The policy is ratified by the Full Governing Board.

APPENDIX 1

As of September 2022, the following charges apply:

Selective school pupil reference / report: £30

Each additional hard copy of general or specialist selective school references / reports: £15

Passport validation charge: £20

Visa renewal charge: £20