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**The Albany**

*Believe: Engage: Achieve.*

Thumbs up to a new beginning!

## CHARGING AND REMISSIONS POLICY

### Approved

Signature of Head of School:	
Date:	
Signature of Chair of Managers:	
Date:	
Agreed at the Management Committee Meeting on:	
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# Charging and Remissions Policy

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## 1. Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England.

The Management Committee recognises the valuable contribution that the wide range of activities, including clubs, and trips can make towards a students' personal and social education. Many of the activities students will be expected to engage in form part of our challenge learning curriculum on Wednesdays. All students are provided with these activities and the transport to them free of charge, unless their behaviour warrants them to be transported separately, when a charge may be made.

The Management Committee aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Where we are providing activities beyond the normal school day, we recognise that we need to consider the implications for students on their journey home, especially as most of our students live a considerable distance from Bury St Edmunds and travel home via public transport.

## 2. Charges

The Management Committee reserves the right to make a charge in the following circumstances.

### 2.1. School Journeys in School Hours

The school reserves the right to charge parents/ carers for additional journeys by taxi during the school day for school activities where they become necessary because of their child's unsafe behaviour in the minibus.

### 2.2. Residential Activities

The board and lodging element of residential activities deemed to take place within school hours.

### 2.3. Activities outside School Hours

The full cost to each student of activities deemed to be optional extras taking place outside school hours such as theatre trips and other social events. Personal mentoring sessions can take place beyond the school day. On these occasions funding may be from a variety of sources including the school, Local Integrated teams and parental contributions.

### 2.4. Materials & Equipment

The cost of purchase or hire of instruments, materials, equipment or clothing for activities, which take place outside school hours and which are purely voluntary and optional. The Management Committee may charge for materials or require them to be provided if parents/ carers have indicated in advance that they wish to own any finished product produced in school e.g. Art or Design Technology Products.

Where personal protective clothing is needed for curriculum activities, such as mechanics or construction, it is expected that parents/ carers purchase this equipment unless the criteria in **3 Remissions** apply; in which case an application can be made to the school via the Vocational Progression Leader for support in purchasing this equipment.



## 2.5. Examination Entries and Post Result Services

A charge will be imposed in respect of examination entries for students where the school has not prepared the student for the examination.

A charge will be made in respect of examination entries for students where the school has prepared the student for the examination and it considers that for educational reasons the student should not be entered and the student's parent/carer wishes the student to be entered. In these circumstances, if the student subsequently passes the examination, the school may refund the cost.

The relevant entry fee will be recharged for unauthorised absence from exams where the school paid or agreed to pay the entry fee.

A charge will be made in respect of any post result services requested by a student or their parent/carer that are not supported by the school, such as a request for a re-mark of an exam script.

The charges above will be the cost of the examination entry/post results service, plus any applicable centre administrative fee.

## 2.6. General

The cost of repairing damage and replacing equipment (lost, defaced or damaged) remains the responsibility of the parents/ carers when this damage or loss is the result of their child's behaviour or negligence.

The Management Committee may from time to time, amend the categories of activity for which a charge may be made.

We may also ask parents/ carers for the reimbursement of administration charge fees where bus/train passes purchased by the school have been lost by their child, taxi expenses if additional journeys are required due to their child's behaviour, or if an additional taxi has to be called if their child fails to be ready for the taxi when it arrives for their normal journey to school.

## 3. Remissions

The Management Committee may decide not to impose charges in respect of a particular activity, if it feels it is reasonable in the circumstances. Complete remission of any charges for board and lodging for a residential trip will be made where the pupil's parents/carers are in receipt of:

- Universal Credit
- Income Support
- Income based Job Seekers Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (financial year 2013/14)
- The guarantee element of State Pension Credit
- An income related employment and support allowance that was introduced on 27 October 2008.

Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria.



#### 4. Voluntary Contributions

Nothing in this policy statement precludes the Management Committee from inviting parents/ carers to make a voluntary contribution for the benefit of the school or any school activities.

Where a request is made for a voluntary contribution it is made on the basis that there is no obligation to contribution and that students will not be treated differently according to whether or not their parents/carers have contributed.

