



## CHARGING AND REMISSIONS POLICY

<b>APPROVED</b>	
Signature of Headteacher:	
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Signature of Chair of SEMH LGB	
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## 1. Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for Academy activities.

This policy incorporates DfE advice document 'Charging for School Activities' May 2018, and accurately reflects the advice of the Education Act 1996.

The Governing Body recognises the valuable contribution that the wide range of activities, including clubs and trips can make towards a students' personal and social development and support their learning.

Many of the activities students will be expected to engage in forms part of our challenge learning curriculum. 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 Governing Body aim 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 may travel home via public transport.

Where we provide activities outside of normal term time such as Summer School for Year 11 Leavers, the provision, transport and meals will be provided free of charge. On these occasions funding may be available from the DfE or the Local Authority to support such events.

## 2. Charges

The Governing Body 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. Governors 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 **Section 3 Remissions** apply; in which case an application can be made to the school via the Vocational Lead 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 remark 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.

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.

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

### 3. Remissions

The Governing Body 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:

- Income Support
- Income based Job Seekers Allowance
- Income related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guarantee element of Pension Credit
- Child Tax Credit (provided that Working Tax Credit is not also received and the family's income does not exceed £16,190)
- Working Tax Credit run-on
- Universal Credit

Since April 2003 the eligibility criteria that entitle families to a full exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. Where a student is in receipt of a free school meal, no further evidence from parents / carers will be required for complete remission of charges to be authorised. Where a student is not already in receipt of a free school meal, parents / carers will be required to provide proof of benefit entitlement prior to payment and to apply in writing to the Headteacher at The Albany.

In other circumstances where there may be cases of family hardship which makes it difficult for students to take part in particular activities for which a charge is made, parents / carers are invited to apply in confidence to the Headteacher for the remission of the charges in part or in full.

Authorisation of remission will be made by the Headteacher in consultation with the Chair of Governors.

### 4. Voluntary Contributions

Nothing in this policy statement precludes Governors 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 contribute and that students will not be treated differently according to whether or not their parents / carers have contributed.