



St Alban's Academy

Charging and Remissions Policy

RATIONALE

The Governing Body of St Alban's Academy recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education.

The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

CONTEXT

The law states that education provided during school hours must be free. This definition includes materials, equipment and transport provided in school hours by the Local Authority or the School. No pupil may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

AIMS

Integral to the charging and remission process, our objectives are:

- To make school activities accessible to pupils regardless of family income.
- To provide a process which allows activities to take place at a minimum cost to parents/carers, pupils and the school and;
- Which acknowledges the cost of such activities to the school's budget.
- To respond to the wide variations in family income whilst not adding unexpected burdens to the school budget

PROCESS

The development of a range of activities forms part of the school's forward planning and is linked to the annual budget cycle with a particular emphasis on the identification of specific resources to support such activities. This process includes a number of key factors:

- the value of certain activities in relation to the needs of the pupils
- the cost of the activity set against the educational value
- how the activity will be paid for
- the appropriate use of funds from the school budget and charitable trusts etc. available to support activities
- an assessment of whether the educational aims can be met in any other way
- an understanding of the various types of activities involved e.g. educational visits; music tuition; materials for practical work etc.
- reference to additional or hidden costs e.g. pocket money, lunch etc.
- an assessment of local facilities
- Governors will decide for which activities the school may seek a voluntary contribution towards the costs

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CHARGES

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

Residential Activities Taking Place Largely During School Hours

The full cost to each pupil of board and lodging.

Where the trip takes place wholly, or mainly, during school hours, children whose parents/carers are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of these charges:

- Income Support
- Income-based Jobseeker's Allowance
- Support under section VI of the Immigration and Asylum Act 1999
- Working tax credit and an annual income that does not exceed the published Inland Revenue threshold

A similar entitlement applies where the trip takes place outside of school hours but it is necessary as part of the national curriculum, forms part of the syllabus for a prescribed examination that the school is preparing the pupil to sit, or the syllabus for religious education.

Activities outside School Hours (Duke of Edinburgh)

The full cost to each pupil of all approved activities deemed to be optional extras that are not a necessary part of the national curriculum.

Individual Instrumental Tuition

The full cost to the pupil for providing any instrumental tuition if the cost is not an essential part of the national curriculum or examination syllabus.

Voluntary Contributions

D&T, Graphics, Product Design, Food Technology & Textiles

In these subjects the Governing Body may charge for ingredients and materials or require them to be provided if the parents/carers have indicated in advance that they wish to own the finished product.

Breakages/Damage/Loss

Students breaking, damaging, defacing equipment or any part of the school premises may be asked to pay for repair of the same. Charges will also be made for any equipment, books or replacement of locker keys lost by students to enable replacements to be obtained.

Use of building/resources

- St Alban's Academy will adopt charges based on those set out in the lettings policy

REMISSIONS

There will be no obligation for any parent/carer to make a voluntary contribution towards the cost of school activities and to the School Fund. Pupils will not be treated differently whether or not their parents/carers have made a contribution.

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The Governing Body may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. If a family's circumstances make it difficult for a pupil to take part in activities for which a charge is made, parents can apply in confidence for partial or full remission. The Principal in consultation with the Chair of Governors will make authorisation for such remission.

GENERAL

The Governing Body may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy statement precludes the Governing Body from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in school time. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

OTHER POLICIES WHICH HAVE RELEVANCE TO THE CHARGING & REMISSIONS POLICY:

- **Examinations Policies**
- **Educational Visits` Policies**
- **Extended Schools and Enrichment Policies**

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To be reviewed 31 August 2015

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