CHARGING AND REMISSIONS POLICY

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Person responsible for the Policy – J Queally

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Introduction

The Board of United Learning recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residentials and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

NB: Throughout this policy, the term "parent(s)" means all those having parental responsibility for a child.

Scope

The policy and procedure set out in this document applies to all staff employed by United Church Schools Trust ("UCST") and United Learning Trust ("ULT") including teaching, non-teaching, fixed term, part-time, full-time, permanent and temporary staff. The two companies (UCST and ULT) are referred to in this policy as 'United Learning'. In light of the charitable status of the Group and its commitments around regularity, propriety, compliance and Value for Money, the policy and procedures in this document are mandatory.

Charging

The Board reserves the right to make a charge in the following circumstances for activities organised by the school:

1. School trips and residentials in school time: the board and lodging element of the residential experience and outdoor pursuit courses;

2. Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;

3. Materials: the cost of materials or ingredients for design and technology and food technology, if parents have indicated in advance that they wish to own the final product;

4. Acts of vandalism and negligence: the Board reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;

5. Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination. If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the school has paid an entry fee, the Board may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the school.

6. Uniform: The cost of purchasing school uniform will be the parents' responsibility.

7. Music Lessons: Extra-curricular music lessons and lessons taught individually or in groups of four or less. Music lessons forming a part of the syllabus for a prescribed public examination which is a syllabus for which the pupil is being prepared at the school will be the school's responsibility as will music lessons forming part of the National Curriculum or part of the provision for religious education in the academy's basic curriculum.

8. Out of School Hours Child Care: All costs borne by the school in supplying supervision out of school hours.

9. School Transport: Transport to and from school where the pupil is not eligible under the Local Education Authority's guidelines.

10. Provision of Education and use of Facilities: to those persons who are not registered pupils at the school.

Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Board will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Board may remit charges in full or in part to other parents after considering other specific hardship cases. The Board invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission in consultation with the Chair of Local Governing Body.

Special Education Needs

The Board would not charge for the cost of providing the special education needs of a pupil where these have been agreed with the Local Education Authority.

Insurance

Any insurance costs will be included in charges made for trips or activities.

Voluntary contributions

Nothing in this policy statement precludes the Board from inviting parents to make voluntary contributions