The Albion Academy
The best in everyone™
Part of United Learning

UL Charges and Remissions Policy

REVIEW TIMETABLE

The Policy will be reviewed either: • Annually • When statutory guidance changes • When incidents may dictate the need for review		Date
Policy created by:	United Learning/Head of Finance Business Partnering	October 2021
Policy Updated/Amended		September 2024
Next Review Date		September 2027

Title	UNITED LEARNING CHARGES AND REMISSIONS POLICY
Policy Owner	Head of Finance Business Partnering
Effective date	October 2021
Last revised	September 2024
Next review date	September 2027

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 United Learning Group and its commitments around regularity, propriety, compliance and Value for Money, the policy and procedures in this document are mandatory.

Introduction

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.

Charging

United Learning 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.

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:* United Learning 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, United Learning 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 school 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 school may remit charges in full or in part to other parents after considering other specific hardship cases.

United Learning schools invite parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head will authorise remission in consultation with the Chair of Local Governing Body.

Special Education Needs

United Learning schools will 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 United Learning schools from inviting parents to make voluntary contributions. However, in some cases a trip or activity may not be able to go ahead if not enough donations are received and it cannot be funded form another source.