

Charging and Remission Policy

1. Charging

1.1 Education During School Hours

Individual tuition in playing any musical instrument (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum) where the tuition is on an individual basis or in a group of less than four.

Charge A fee is charged on a termly basis.

The School will make a charge for, or require the supply of, ingredients or materials if parents have indicated in advance, in writing, a wish to own the finished product produced in a practical lesson.

Charge Sufficient to cover the cost of the ingredients or materials used in producing the finished article.

Residential visits.

Charge Sufficient to cover the cost of pupil's board and lodgings.

1.2 Education Outside School Hours

Individual tuition in playing any musical instrument on weekdays or at the Saturday Music Schools (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum).

Charge A fee is charged on a termly basis.

Group music tuition, if attending a Saturday Music School (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum).

Charge A fee is charged on a termly basis.

Non-residential activities.

Charge Sufficient to cover a pupil's travel costs; materials, books, instruments and other equipment; entrance fees to museums, castles, theatres etc.; insurance costs; any non-teaching staff costs; teaching staff costs, including the cost of travel, where a teacher has been engaged specifically for the purpose of providing the activity; the cost of engaging a teacher on a separate contract for service to provide the optional extras.

Residential activities (not required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Charge Sufficient to cover a pupil's travel and board and lodging costs; materials, books, instruments and other equipment; entrance fees to museums, castles, theatres etc.; insurance costs; teaching staff costs including the cost of travel and board and lodgings, where a teacher or instructor has been engaged specifically for the purpose of providing the activity; the cost of engaging a teacher on a contract for service to provide the optional extras.

Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Charge Sufficient to cover the cost of a pupil's board and lodgings.

1.3 Public Examinations

Prescribed public examinations:

Entry for two or more examinations from a course of study following a single syllabus.

Charge The cost of any examination entry fees over and above the statutory single entry fee (unless waived by the Governing Body or Authority, as applicable).

Entry for an examination for which the pupil has not been prepared by the School (e.g. private tuition or re-sit with no additional preparation since the occasion of the first examination entry).

Charge The cost of the examination entry fee (unless waived by the Governing Body or Authority, as applicable).

Re-assessment of an examination script or material.

Charge The cost of the re-assessment, (unless waived by the Governing Body or Authority, as applicable).

Other public examinations: Entries for examinations which are not on the prescribed list and where preparation has occurred outside school hours.

Charge The cost of the examination entry fee and any associated incidentals.

Recovery of wasted public examination fees. Fees may be recovered by the School from the parents of pupils who fail without good reason to complete the examination requirements for any public examination (prescribed or otherwise) for which the Governing Body or Authority has paid, or is liable to pay an entry fee.

A good reason shall include:

- illness of the pupil (supported by a doctor's certificate);
- the bereavement of a close relative;
- other social reasons of a personal nature;
- a change of address to one outside of the Borough.

Obtaining employment may not be considered a sufficiently good reason by itself for failure to complete the examination requirements.

Charge The cost of the entry fees of those examination courses which have not been completed.

2. Remissions

2.1 Education During School Hours

Individual tuition in playing any musical instrument (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum, when it must be provided free).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support or who have a low income as assessed under the Council's Assessment Scale, or who have been awarded a Scholarship by the Borough.

Residential visits required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support.

Residential visits not required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education.

Circumstances under which charges will be remitted

Complete remission of board and lodgings charges for pupils whose parents are in receipt of family credit or income support.

2.2 Education Outside School Hours

Individual or group music tuition (except where it forms part of the syllabus for a prescribed public examination or is provided as part of the National Curriculum when it must be provided free).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support or who have been awarded a Scholarship by the Borough.

Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Circumstances under which charges will be remitted

Complete remission of charges for pupils whose parents are in receipt of family credit or income support.

Residential activities (required as part of a syllabus for a prescribed public examination or provided specifically to fulfil statutory duties relating to the National Curriculum or Religious Education).

Circumstances under which charges will be remitted

Assistance based on the Council's Assessment Scale to be awarded at the Council's discretion.

Public Examinations

Private entries for examinations as a result of a decision by a Governing Body not to enter a pupil or a prescribed public examination.

Circumstances under which charges will be remitted

Complete remission of examination entry fees if pupils achieve a predetermined grade (as decided by the Governing Body or Authority as appropriate).

Maintained Boarding Schools

Children admitted to a maintained boarding school (except where the Authority is of the opinion that education suitable to the age, ability and aptitude and to any special educational needs of the pupil cannot be otherwise provided).

Circumstances under which charges will be remitted

Assistance based on the Council's Assessment Scale.

The Governors of The Albany School have adopted the charging policy as outlined in this section.

However, they wish to add the following specific statements:

3.1 School Trips Outside School Time

In appropriate circumstances, the Governing Body will provide service contracts for members of staff covering School trips outside School time in order that out of pocket expenses can be reimbursed.

3.2 Damage to and Loss of School Property

At the discretion of the Head Teacher a parent may be charged for damage to or loss of School property resulting from the behaviour of his/her child.

3.33 Optional Extras

These are optional activities which operate on a similar basis to private tuition. They occur outside of school hours with teachers being employed under a separate contract. Consequently, a fee is required to cover tuition and premises costs. No profit is made by the School. An example of such an activity would be an additional G.C.S.E.

Parents will be given full details as the activities are made available for application.

3.4 Cases of Financial Hardship

The Governors accept Havering's policy in respect of remission of charges.

All parents will be informed that, in cases of financial hardship not covered by (a) above, representations may be made to the Head Teacher and, through her where appropriate, to the Governors' sub-committee requesting that charges be waived. Costs arising from a decision to waive charges will be met from the School's budget.

4.1 School Examination Policy

The School is committed to entering all pupils, irrespective of ability, who satisfy the GCSE (or other public examination) coursework requirements. On average, pupils are entered for ten public examinations but it is possible to increase this by participating in after school GCSE classes.

4.2 Concerns and Complaints

From time to time parents, and others concerned with the school, will become aware of matters which cause them concern. To encourage resolution of such situations the Governing Body has adopted a “General Complaints Procedure”. The procedure is devised with the intention that issues will be resolved informally if at all possible. Full details of the procedure may be obtained from the School Office.