

# CHARGING AND REMISSIONS POLICY 2018

## ***Academy activities***

The academy complies fully with the LA guidance on charging for academy activities & facilities.

## ***Academy Visits and Excursions***

A distinction is made between trips mainly during academy hours or as an essential part of the academy curriculum and those outside academy hours and not essential to the curriculum.

- **Mainly during academy hours and / or essential to the curriculum**

The academy will ask parents for a voluntary contribution in advance but no student will be disadvantaged by a parent's inability or unwillingness to pay. However, should a number of parents fail to contribute and the costs of the activity cannot be recovered then the activity may be cancelled and contributions returned.

- **Residential courses in academy time**

Boarding and lodging costs only.

Parents are required to meet the full cost except for those students with statements specifying residence and those students whose families receive income support / family credit. In these circumstances the LA remissions policy will be applied for any student who lives in Nottinghamshire.

- **Outside academy hours and not essential to the curriculum**

Trips of this nature are mainly recreational and should students wish to participate then parents must be willing and able to meet the full costs with the exception of children with statements specifying residence when activities take place during normal residential period.

Balances of less than £2 per student remaining at the end of a trip will not be refunded to students/ parents.

## ***Music Tuition***

Individual music tuition may be charged for with prior agreement of parents. A list of charges and services offered is available from the academy. Charges will not be made for tuition provided as part of the requirements of a syllabus for a public examination prescribed by the academy or for any requirements of the curriculum.

## ***Public Examinations***

The academy pays all public examination entry fees for students who have been prepared for public examinations by the academy and no charge is made for a first re-sit.

Should a student wish to take more than 1 re-sit for any examination then the parent must agree to pay this fee.

Should a student fail to complete the requirements of the examination without good reason (either coursework or final examination) then the fee paid by the academy will be reclaimed from the parent.

### ***Sporting Activities***

The academy covers the cost of students taking part in academy matches.

### ***Ingredients / Materials for Practical Subjects***

Parents are encouraged to provide material for practical subjects but no student will be disadvantaged because of the parent's inability / reluctance to pay. When necessary the academy will cover the cost.

### ***Lost Academy Equipment, Books etc***

Parents may be expected to replace or purchase lost items of academy property.

### ***Breakages and Damage to Academy Buildings, Furniture or Property***

Parents are made aware that wilful damage to academy buildings or property may be charged by the academy to the parent.

### ***Private Telephone Calls***

Private calls will be charged at 10p for a local call and full cost for long distance

### ***Private Use of Internet***

Internet must only be use for academy purposes and the costs are paid by the academy.

### ***Academy meals***

The Data Manager is informed in writing by the LA of students entitled to free academy meals and also when such entitlement is withdrawn.

The academy operates a 'cashless system' for meal payment.

Students and staff have a 6 point fingerprint taken that generates a random number that is unique to them. Money can be added to their unique number either using the machines located in the ATE Centre or by payment e.g. by cheque through student services staff.

### ***Safety Equipment for Students and staff***

Personal protective equipment is provided as required free of charge.