



# Charging & Remissions Policy

<b>Consultation Period:</b>	
<b>Date Approved by Governors</b>	
<b>Next Review Date:</b>	September 2017

## Charging and remissions policy

The Governing Board have adopted as their policy that optional extras such as theatre visits and trips occur through contributions from parents/carers. These trips may occur during the Academy day, evening, or weekends. Before any of these events can take place parents/carers will be asked if they wish their child to participate, and if so, are willing to bear the cost on the understanding that if insufficient funds are not forthcoming, trips etc., will not take place. Such contributions will allow the Academy to offer an enhanced programme of experiences that would otherwise not be possible. In order to minimise the financial burden placed upon parents/carers, the amount requested will be kept as low as possible. However, it is stressed that any financial contribution made by parents/carers is entirely voluntary and that non-payment will not bar a student from participating in a visit if it is subsequently arranged.

Parents/carers will be asked to make payment for:

- Any trips or optional extras taking place outside of the Academy day, should they wish their child to go.
- Any trips abroad, deemed to be outside of school hours and term dates, should they wish their child to go.
- Costs incurred by re-scrutiny to examinations results, should they have requested this.
- One-entry examinations, where the parents/carers have requested a double entry for a prescribed public examinations in the same subject.
- Entering the child to re-sit an examination, where the Academy has not provided any preparation for that examination.
- Entering their child for a public examination not on the prescribed list of the Academy
- Costs incurred from entering a student to an examination, who subsequently does not complete the necessary coursework or fails to sit the examination, and hence fails 'without good reason'.
- Any music or vocal tuition provided outside the normal Academy day.

Parents/carers may be asked to make a contribution towards the cost ingredients and materials for products made by their children during the Academy day, should they wish to own the finished product.

Parents/carers may obtain remission of the following costs if they are claiming income support, income based jobseekers allowance or incapacity benefit:

- Music or Vocal tuition for students who participate in out-of-school music centre activities.
- Board and lodging charges for residential visits at the Authority's residential centres.

Remission for any other educational costs may be applied for in writing. These applications will be considered but there is no guarantee that remission can be made.

Financial assistance for school meals is available directly from the Academy for those students who are eligible. Parents/Carers should enquire the Academy main reception. Parents/Carers should note that when assistance is awarded it takes a full working day before the free school meal allowance becomes available daily on our cashless catering system as updating the system takes place overnight.

A grant towards the cost of the Academy uniform is available for those students who are eligible for free school meals. Parents/Carers should enquire the Academy main reception.