

UNIVERSITY ACADEMY OF ENGINEERING SOUTH BANK

Charging and Remissions Policy

The Academy recognises the valuable contribution that the wide range of additional activities - including trips – make to students. The Academy will make it clear when voluntary contributions for Academy activities are requested and when there is a clear necessity to charge for activities. Where contributions are voluntary, activities may be cancelled if insufficient contributions are collected.

The following charges will be applied in 2016/17.

Ingredients and materials for all Design Technology material areas	Academy cost
Academy trips and residentials in Academy time	Charge to parent or carer
Activities outside Academy hours, where these incur a charge	Charge to parent or carer
Exam fees	Academy cost
Exam fees where a student has not attended regularly or does not complete coursework	Charge to parent or carer
Recovery of fees for prescribed public exam wasted without good reason (e.g. non attendance at exam)	Charge to parent or carer
Exam entry when there is a request from the parent or carer for the student to be entered and the Academy does not believe the entry is appropriate/necessary	Charge to parent or carer

Trips in Academy time which are a compulsory part of a publically examined subject	Contributions sought from parent or carer. Trip may not be viable if budget is not met.
Materials and Textbooks	Academy cost
Acts of vandalism	The Governing Body reserve the right to recover part of, or the whole cost, of damage to buildings or equipment from the parent or carer
All PE activities during Academy time	Academy cost
Individual instrumental music tuition	Academy cost
Vocal tuition	Academy cost
Entry fees for music examinations	Academy cost
Entry fees for music examinations where the students does not attend either lessons or the exam or does not practise and prepare thoroughly once entered	Charge to parent or carer

Remissions

Where the parent or carer of a student is in receipt of qualifying state benefits, the Governing Body may consider a subsidy on the cost of board and lodging for any residential activity that is organised for the student, which takes place within Academy time and which is core to the delivery of the full National Curriculum or course being studied by that student at that time. The Governing Body may remit charges in full or in part to other parents after considering

other specific hardship cases. The Governing Body invites parents or carers 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 the Governing Body.

The Governing Body is under no legal duty to agree remissions and will consider each case individually. Remissions made are a goodwill payment on behalf of the Academy and do not constitute a regular practice or entitlement on behalf of other families at any point in the future.

Such decisions will be made based upon the financial position of the Academy budget and its ability to cover such costs. Where the Academy cannot finance such requests, activities may need to be cancelled if their costs cannot reasonably be covered.

Insurance

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

Voluntary contributions

Nothing in this policy statement precludes the Governing Body from inviting parents or carers to make voluntary contributions. The Academy will make it clear when such contributions are voluntary and that children of parents or carers who do not contribute will not be discriminated against. In the event that insufficient contributions are received, the trip or activity may be cancelled.

Catering

The Academy has an external catering contract and will facilitate an online system to enable parents or carers to pay money into an account via their individual username and password. The system will be secure. The payments are received into the school bank account and recorded against the student account. Meals are then purchased via a card system and the meal cost deducted from the students account.

Students who receive free school meals have their accounts administered by the Finance Office. The Business Manager will advise parents and carers as soon as this system is operation with full details of how to use. If there is a need for an interim system at the start of the Academy's first year, families will be advised in good time.

Monitoring, evaluation and review

The Governing Body will review this policy each year in the first years to assess its implications and effectiveness. The policy will be promoted and implemented throughout the Academy.

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