

## **S6 CHARGING AND REMISSION POLICY**

**Last Reviewed:** July 2009  
**Next Review:** July 2010  
**Responsible:** A. Hemmings

### **I. POLICY ON CHARGING**

The Governors declare that in keeping with the requirements of the Education Act of 1996, it is their policy:

- a. To levy no charges in respect of books, materials, equipment, instruments or incidental transport provided in connection with the national curriculum, statutory religious education, or in preparation for prescribed public examinations or courses taught at the Academy, except in cases where parents have indicated in advance their wish to purchase the product.
- b. To levy no charges for examination entries except where:
  - the Academy has not prepared students for the examination in the year for which the entry is made, or
  - a student has failed, for no good reason, to complete the requirements of the examination or to attend for it.
- c. To levy a charge for activities wholly or mainly outside Academy hours which are not part of the national curriculum, statutory religious education, or in preparation for a prescribed public examination.
- d. To levy a charge for all board and lodging costs on residential visits, except where students are entitled to statutory remission.
- e. To seek payment from parents for damage to or loss of Academy property caused wilfully or negligently by their children. Governors reserve the right to pursue payment if there is evidence that the damage was intentional.
- f. To request voluntary contributions from parents for Academy activities in or out of Academy time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no student is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.
- g. To leave to the Principal's decision the proportion of costs of an activity which should be charged to public or non-public funds.
- h. To delegate to the Chairman and Principal the determination of any individual case arising from the implementation of this policy.

### **2. INSURANCE**

The Academy holds normal educational insurance including Public Liability. It does not take out Personal Accident insurance for its students, except on a limited basis for Academy journeys, and it does not hold insurance for the loss of students' belongings. Parents who wish their children to be covered by these insurances are advised to make their own arrangements.

This policy is subject to periodic review.