



Grace Academy

Charging & Remissions Policy

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1. Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of Academy trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

All education during Academy hours will be free of charge. All parents are encouraged to provide basic equipment necessary for students to benefit from their education. Some Academy resources may be delegated to provide basic equipment to ensure that no student is disadvantaged.

Throughout this policy, the term "parents" means all those having parental responsibility for a child.

2. Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the Academy; if insufficient funds are received the activity may be cancelled;

- School trips and residential trips in school time: The board and lodging element of the residential experience and outdoor pursuit courses.
- Non-residential activities: Charges are made for non residential activities during Academy hours, funded by the Academy subject to the educational nature of the activity, or by voluntary contributions.
- Activities outside Academy time: The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which charges are made for.
- Residential activities:
 - a) Residential activities taking place during Academy time are funded by the Academy subject to the educational nature of the activity, or by voluntary contributions.
 - b) Residential activities taking place outside Academy time are funded by the Academy subject to the educational nature of the activity or by parents, with their prior agreement.
 - c) There may be voluntary residential trips where a charge is required.
- Board and Lodgings: The Academy may support whole or part of the costs of board and lodging where hardship would be caused.
- Activities arranged by a third party: Parents are required to make payments for such activities, this may include deposits.
- Transport: Charges are made for the full costs of transport not provided by the Academy to travel direct between the student's home and any activity off the Academy premises. Free Academy buses may be available, however, any student missing the bus must make their own way to or from the Academy by their own means.
- Additions: Parents are encouraged to contribute to extra activities and opportunities provided by the Academy as additions to the normal curriculum.
- Materials: The cost of materials or ingredients for art, design and food based subjects, if parents have indicated in advance that they wish to own the final product.

- Tuition in music: Charges are made for the provision of music tuition, where not required for public examination purposes or for the National Curriculum. No charge will be made for the practise sessions of Academy orchestras etc, where these take place immediately before or after Academy time or during the lunch break.
- Acts of vandalism and negligence: The Governing Body reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by students.
- Examination fees:
 - (a) If a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.
 - (b) If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Governing Body may seek to recover the fee from the parent.
 - (c) There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the Academy.
 - (d) Fees are charged to parents for the re-scrutinising of examination papers where this is requested by parents.
 - (e) Parents are charged in respect of examination re-entry costs when preparation has not been carried out by the Academy.
 - (f) Parents are charged for entries to examinations not on the prescribed list. This includes where the student has not been prepared for the examination at the Academy or where parents request that the student sits additional exams which are not within the Academy curriculum timetable. For example, a language that the student may speak at home.
- Lockers: If lockers are available a deposit will be requested. Replacement of lost keys or a damaged locker will be deducted from the deposit.

3. Remissions

Where the parent of a student is in receipt of qualifying state benefit(s), the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within Academy time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to parents after considering other specific hardship cases. The Governing Body invites parents 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.

4. Insurance

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

5. Voluntary Contributions

This policy statement does not preclude the Governing Body from inviting parents to make voluntary contributions for any activities. Students of parents who do not contribute will not be treated any differently.

6. Monitoring, Evaluation and Review

This policy has been written in consideration of the DFE Charging for School Activities October 2014 document, the Education Act 1996 and the Academy funding agreement.

Grace Academy Laptop Agreement

<p>Student Details</p>	<p>Student's Name: <input type="text"/></p> <p>Tel Number: <input type="text"/></p>
<p>Laptop Details</p>	<p>Asset Number: <input type="text"/></p> <p>Serial Number: <input type="text"/></p> <p>Associated Accessories:</p> <p>Power Adapter: <input type="checkbox"/></p> <p>Bag: <input type="checkbox"/></p> <div data-bbox="1082 501 1513 792" style="text-align: center;">  </div>
<p>Student Laptop Policy</p>	<ol style="list-style-type: none"> I understand that the laptop remains the property of the Academy whilst on loan to me and is non transferable to any other person. In the event of loss or damage, whilst the laptop and accessories are on loan to me, the guarantor and myself agree to reimburse the Academy with the full replacement/repair cost of the laptop and accessories. If the laptop is stolen I will obtain a police reference number and inform the academy within 48 hours. I will ensure the laptop is fully charged at home ready for use in the Academy. I understand that I must abide by the Grace Academy Digital Policy and that the laptop is for study related/educational purposes only. I will not install any unauthorised software applications or misuse the internet. The Academy takes no responsibility for the use of this laptop. The guarantor must ensure that its use is appropriate. I understand that should I leave fulltime education at the Academy, or complete my course, I must return the laptop and all accessories immediately. If I do not return the laptop and all accessories I understand that either myself or my guarantor are liable for the full replacement cost and will reimburse the Academy immediately. I will report any problems with the laptop when they occur to either the Head of Post 16 or the Academies ICT Support service. I understand the Academy will not be held responsible for any damage or loss caused to data. The Academy reserves the right to terminate the loan agreement and reclaim the laptop if, in the Academy's opinion, the laptop is being used inappropriately.
<p>Student Agreement</p>	<p>I have read and understand the student laptop agreement. I understand that I am responsible for returning the laptop and all accessories in a good working order on the agreed date or when asked.</p> <p>Name Printed: <input type="text"/></p> <p>Signed: <input type="text"/></p> <p>Date: <input type="text"/></p>
<p>Parent/Guardian Guarantee</p>	<p>I understand that by signing this form I am acting as guarantor for the above student and will guarantee that the laptop and all accessories are returned in a good working order on the agreed date or when asked, or reimburse the Academy for the full replacement cost.</p> <p>Name Printed: <input type="text"/></p> <p>Address: <input type="text"/></p> <p><input type="text"/></p> <p>Tel Number: <input type="text"/></p> <p>Signed: <input type="text"/></p> <p>Date: <input type="text"/></p>