

Nottingham University Academy of Science and Technology

# Charging and Remissions Policy

**Responsible officer:** Principal  
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Approved by: NUASt Board of Directors

# NOTTINGHAM UNIVERSITY ACADEMY OF SCIENCE AND TECHNOLOGY

## Charging and Remissions Policy

### 1. Rationale

- 1.1 The Board of Directors of Nottingham University Academy of Science and Technology (NUAST) recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards students' education. NUAST aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

### 2. Context

- 2.1 The law states that education provided during Academy hours must be free. This definition includes materials, equipment and transport provided in Academy hours by the Academy. No student may be left out of an activity because their parents/carers cannot or will not make a contribution of any kind.

### 3. Aims

- a. To make Academy activities accessible to students regardless of family income
- b. To provide a process which allows activities to take place at a minimum cost to parents/carers, students and the Academy and which acknowledges the cost of such activities to the Academy's budget.

### 4. Charges

- 4.1 NUAST reserves the right to make a charge in the following circumstances for activities organised by the Academy:
- a. Residential activities taking place largely during Academy hours**  
The full cost is to be paid for board and lodging. Parents/carers have the right to claim full remission of such costs if their child is in receipt of Free School Meals.
  - b. Activities outside Academy hours**  
The full cost is to be paid for all approved activities deemed to be optional extras that are not a necessary part of the Academy's curriculum.

**c. Individual instrumental tuition**

The full cost is to be paid for providing any instrumental tuition that is not an essential part of the Academy's curriculum or examination syllabus.

**5. Examinations**

- 5.1 There will be no charge to parents/carers for candidates' first entry to any prescribed public examinations for which students have been prepared at the Academy, unless they wish to alter the Academy's recommendations. Entry fees may be claimed from parents/carers of students who fail to complete examination requirements.
- 5.2 Where the Academy judges it to be beneficial to the educational process of students to re-sit examinations, NUASt will fund the entry fees. In cases where students are entered to re-sit examinations at the request of parents/carers, despite the Academy's view that the re-sit will not be beneficial, parents/carers will fund the entry fees.
- 5.3 Where the preparation provided by the Academy would enable a candidate to take two or more prescribed public examinations in the same syllabus the requirement to enter a student applies to a single examination entry only. However, no charge will be made to the parents/carers for a "double" entry if the Academy deems this to be advantageous.
- 5.4 Where it is agreed to enter a candidate for a prescribed examination for which the candidate has not been prepared by the Academy, the full cost of the entry may be charged to the candidate or parents/carers.
- 5.5 Where a candidate has, with parental agreement, been entered for a non-prescribed public examination a charge may be made for:
- a. Entry fees
  - b. Actual costs of any preparation provided by the Academy outside Academy hours
  - c. Costs relating to NUASt teaching staff if the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.
- 5.6 Examination entry fees may be recovered from parents/carers if a candidate fails without good reason to complete the requirements for any public examination for which fees have been paid by the Academy or are liable to pay. Requirements may include coursework or the sitting of final examinations.

## **6. Remissions**

- 6.1 There will be no obligation for any parent to make a voluntary contribution towards the cost of Academy activities. Students will not be treated differently whether or not their parents/carers have made a contribution. NUASt may wish to remit in full or in part the cost of other activities for particular groups of parents/carers, for example, in the case of family hardship. When arranging a chargeable activity such parents/carers will be invited in confidence for the remission of charges in full or in part. The Principal in consultation with the Chairman of the Board of Directors will make authorisation for such remission.

## **7. Voluntary contributions**

- 7.1 Voluntary contributions may be requested from parents/carers to cover the cost of the activities such as:
- a. Materials required which would result in a finished product, where parents have been asked in advance if they wish to own the finished product
  - b. Providing items of clothing such as aprons and football boots. NUASt will continue to provide essential protective equipment such as safety goggles.
  - c. Entrance fees to places visited as part of the curriculum.

## **8. Breakages and Fines**

- 8.1 Parents/carers may be asked to pay for the cost of any damage resulting from a student's misbehaviour.
- 8.2 Parents/carers may be asked to pay for the replacement of any lost or damaged materials in the care of the student.

## **9. General**

- 9.1 The Board of Directors may from time to time, amend the categories of activity for which a charge may be made. Nothing in this policy precludes NUASt from inviting parents/carers to make a voluntary contribution towards the cost of additional activities, which take place in Academy time. Parents/carers may be advised that the continuance of an activity may depend upon voluntary contributions, but once it has been decided to run such an activity no qualifying child will be excluded on the grounds of voluntary contributions.

8.2 Where charges are made the cost may not exceed the actual cost to the student and cannot subsidise any other students participating. The cost of those students remitted from charging will be met by funds available to the Academy.

## **9. Linkages to other Policies**

9.1 The Charging and Remissions Policy should be read in conjunction with the following:

- Teaching and Learning Policy
- Academically More Able (AMA) Policy
- SEN/Individual Needs Policy
- Home NUASt Agreement
- Equality Policy
- Safeguarding Policy
- Communicating with Parents/Carers Policy
- Educational Visits (Health and Safety) Policy