

ACADEMY CHARGING AND REMISSION POLICY

The basic position is that the Governing Body makes no charges, but will ask for voluntary contributions for educational excursions, visits and field trips. If sufficient voluntary subscriptions are not forthcoming, the event does not run, but our parents are extremely supportive, and to date not one project has ever been cancelled. The Academy continues its traditional policy of allowing any small surpluses accruing from voluntary contributions to be discreetly directed to particular cases of need. These should be made known through the tutor or Head of School, but parents must understand that remissions are necessarily limited.

The exceptions are that the Academy reserves the right to charge for:

- i) Examination fees where on educational grounds the entry is not supported by the Academy, or
- ii) Examination fees already paid by the Academy where a candidate fails, without sufficient reason, to sit the examination, or fails to produce coursework on time.
- iii) Materials (e.g. for practical projects, cooking ingredients) where the parents/student keep the finished product.
- (iv) Charges for activities or residential costs etc. wholly or mainly out of Academy time as permitted in law.
- v) Peripatetic music tuition

Free Academy Meals

Any parent who requires information on free Academy meal arrangements should contact the County Education Office, County Offices, Lincoln. Application forms for free meals are obtainable from the Academy General Office. We try to ensure that it is not generally known who has free Academy meals.

Maintenance Grants for Post 16 Courses

Applications should be made to the Head of Sixth Form. Early application is advised.

PERSONAL ACCIDENT INSURANCE FOR STUDENTS AND PERSONAL PROPERTY

(A) Personal Accident Insurance for Students

The Academy does not provide any personal accident cover for students, but the insurance market offers a range of personal accident cover for students 24 hours a day including for Academy games. Parents may not be aware of this and are strongly advised to consider whether or not they wish to avail themselves of this cover for their children. If they decide cover is desirable, then they should make enquiries with insurance brokers or companies accordingly. Premiums are likely to be around £1.00 per week for minimum cover, rising according to benefits payable.

(B) Personal Property on Academy Premises

Students are responsible for security of their personal possessions. A satchel, bag or briefcase is essential for carrying books and personal equipment; students should also bring to Academy each day a pen, pencils and a ruler and all other necessary books and equipment.

Students bringing large sums of money to Academy for visits or journeys should hand the money to the appropriate staff at an agreed time when a receipt will be issued. Parents are also asked not to allow their son/daughter to bring expensive items to Academy. Radios, personal stereos, I-pods, MP3 players and 'game boys' are not allowed in Academy. It is recommended that mobile phones are not brought onto Academy site. If they are, then they **MUST** be switched off during all lessons and with so many students this rule must be strictly observed and enforced to avoid disruption and phones will be confiscated if they ring during a lesson, for collection by parents at a later date.

The Academy cannot accept responsibility for property on the Academy site, and because schools have become targets of professional cycle theft, we would advise parents to take out private insurance cover on cycles, which can usually be linked at very low cost to a household policy.