



## Ark Helenswood Academy Charging Policy

1. Ark Helenswood Academy will charge for board and lodging on residential visits of any kind, but remit the charge for those students entitled to free Academy meals if either the residential visit takes place mainly during Academy time, or if it is a necessary part of the National Curriculum, R.E., or a prescribed examination.
2. We will charge for activities wholly or mainly outside Academy hours which are not part of the National Curriculum, religious education or in preparation for a prescribed public examination (“optional extras”).
3. **Exam Entry Fees:**
  - GCSE initial registration and entry exam fees are paid by the Academy.
  - GCE AS Level initial registration and entry exam fees are paid by the Academy.
  - GCE A2 Level initial registration and entry exam fees are paid by the Academy.
  - BTEC – The registration fee will be paid for by the Academy. A letter will be sent to all those students who have agreed to undertake a BTEC Course, detailing the one or two year commitment. If they decide to withdraw after the scheduled deadline set out by the Awarding Body, an invoice for the full registration fee will be issued to the student (approximately £70.00 - £113.00).
  - Late entry or amendment fees will be requested from the department responsible.
  - Candidates or departments will not be charged for changes of tier/withdrawals made by the proper procedures or alterations arising from administrative processes, provided these are made within the time allowed by the awarding bodies and in conjunction with the deadlines published by the Exams Officer.
  - Reimbursement will be sought from candidates who fail to sit an exam or meet the necessary coursework requirements.
  - This fee reimbursement policy will be communicated in writing to candidates and parents at the start of GCSE and post-16 courses.
  - Retake fees for first and any subsequent retakes are paid by the candidates (see also section 4.3: *Retakes*).
  - Should the Academy not uphold a request for an Enquiry about Results (EARs), and the candidate insists on pursuing the enquiry, the candidate will have to approach the Awarding Body directly (see also section 11.2 *EARs (Enquiries about Results)*).
4. We will not charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, religious education or in preparation for prescribed public examinations or courses taught at the Academy, except where parents have indicated in advance their wish to purchase a product made in Academy. The exceptions for the academic year 2016-17 are:

- **Art & Design Faculty:** Y7, Y8 and Y9: £1 charge for the Ark Helenswood Academy sketchbook. Students may provide their own sketchbook of a similar quality in place of the Ark Helenswood Academy book.
- **Art & Design Faculty:** GCSE Art: £3 charge per year for the GCSE Art Ark Helenswood Academy sketchbook.

Reviewed: September 2016

**Art & Design Faculty:**

- GCSE Photography: £18 charge per year for the GCSE Photography, Ark Helenswood and photographic print facilities. Academy Photography sketchbook £4.00.
- A level photography: £50 charge for use of photographic print facilities, Photography sketchbook £5.00

**Art & Design Faculty (KS3):**

- Y7 and Y8 Food: The Academy will provide £15 towards the cost of their ingredients.
- Y9 Food: Students are required to provide their own ingredients. Students in receipt of Pupil Premium will receive ingredients from their teacher

**Y7-Y9 Product Design:**

- Year 7 Product Design - £12
- Year 8 Product Design - £15
- Year 9 Product Design - £18

**Art & Design Faculty (KS4):**

- GCSE Catering; £15 charge for ingredients provided by the faculty; in addition students will expect to provide £2- £5 per week to buy their own ingredients.
- Year 10 GCSE Product Design - £8
- Year 11 GCSE Product Design - £11

5. All payments should be made using the online payment system: ParentMail2. Parents/carers will be asked to register for this service at the beginning of each academic year.
6. We 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.
7. We seek payment from parents for damage to or loss of Academy property caused wilfully or negligently by their children.
8. Parents/carers will be liable for any charges incurred by the Academy for vetting any out of county work experience placements.
9. We leave to the Principal's decision, the proportion of costs of an activity which should be charged to public or non-public funds.
10. We delegate to the Principal the determination of any individual case arising from the implementation of this policy.