

Foreword

This policy has been approved for use, as outlined in the DfE’s guidance on Statutory Policies for Schools – October 2012, and will be reviewed within the first operational year to ensure its effectiveness. The key dates relating to the review process are in the footer of each page.

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CHARGING AND REMISSIONS POLICY

Purpose and background

The Energy Coast UTC wishes to make a broad programme of activities accessible to as many student as possible. This policy is intended to maintain a fair and coherent system of charges and remissions within the constraints of the UTC budget. It also defines other circumstances when the UTC may wish to ask for voluntary contributions. The policy is written to comply with the relevant terms of the Education Act 1996, the Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999 and the Education (Prescribed Public Examinations) Regulations 1989. It also states the UTC's policy for charging for information under the Freedom of Information Act 2000 (FOIA).

Policy objectives

Charging

No student should have his/her access to the curriculum limited by charges. However, the UTC reserves the right to levy a charge in any circumstances permissible under statute as detailed below. When charges are to be made, the UTC reserves the absolute right to determine whether the activity has to be cancelled if an insufficient number of families are prepared to pay for the activity to take place.

Voluntary Contributions

Where a charge cannot be made (as is the often the case for activities which are an essential part of the curriculum, or religious education) parents may nevertheless be asked to make a voluntary contribution. The matter of a voluntary contribution will not be a factor in deciding whether a student is allowed to participate in an activity to be financed by voluntary contributions.

Remissions

The UTC will apply the statutory minimum remissions to any charges that they make. However no student shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Principal.

Liability for personal property

The UTC does not accept liability for any items of personal property lost or damaged in the UTC, although in exceptional circumstances a contribution to the replacement of a lost or damaged item may be made at the absolute discretion of the Principal.

Management of policy

Staff: This policy is implemented and managed by the Principal.

Governing Body: The Trust Board reviews this policy on a regular basis and recommends amendments for final decision.

Practice and procedures

Organisers of activities should be clear as to whether an activity falls within the parameters for charging or voluntary contributions:

A - Activities which are AN ESSENTIAL PART of the national curriculum, religious education or

for an approved examination

Charging

It is not *normally* possible to charge for these activities.

Where a charge is allowed (see below), it may not exceed the cost that can be apportioned to the student's participation. If the cost of the chargeable element of an activity is expected to exceed the sum of the charges received then the organiser should ensure funds to balance are available by reference to the Principal. The UTC *may* make a charge where the law permits it:

- the cost of board and lodging for all residential activities [subject to full remission being given to those students whose parents are receiving Income Support, Working Families Tax Credit, Disabled Persons Tax Credit or income-based Jobseekers 'Allowance],
- Activities that take place during lunch breaks,
- The services of a non-UTC organization employed during UTC hours,
- Materials used in the production of an article where the student's parent has indicated in advance that he/she wishes the article to be owned by the student, (NB where a parent declines to offer to pay for materials used in the production of an article where otherwise it would be expected that the student's parent would have indicated in advance that he/she wishes the article to be owned by the student then the student shall undertake the exercise but not be allowed possession of the article on completion),
- Public examinations, only where without good reason a student fails to complete the requirements of the examination (eg coursework) or to attend the examination.
- Re-sits at the recommendation of the UTC.

Voluntary contributions

These may be asked for, but this must be done in line with the stated objectives of this policy.

Organizers of activities *may* ask for voluntary contributions to cover the costs of:

- Travel, board and lodgings
- Materials, books and equipment
- Teaching costs including supply cover
- Associated administrative and support staff costs
- Tickets and entrance fees.

The organiser is expected to have constructed a balanced budget in advance. When arranging an activity the voluntary contribution requested may be set to cover the direct cost per student, fixed overhead costs and where appropriate, with an allowance for a contingency.

When writing to parents the benefit and educational aims of the activity must be described along with any risks associated. A request for voluntary contributions must make it clear that:

- There is no obligation to make a contribution,
- No student will be treated differently or not allowed to participate according to whether a contribution has been made,
- It may be necessary to cancel an activity if voluntary contributions received are insufficient to meet the costs of the activity.

B - activities available to our students that take place outside, or mainly outside, UTC hours that are NOT AN ESSENTIAL PART of the national curriculum, religious education or for an approved examination ('extra-curricular activities')

Charging

A charge may be levied in order to support the wide range of additional extra-curricular activities arranged by the UTC. The organisers of activities will normally determine a charge to cover the costs of:

- Travel, board and lodging
- Materials, books and equipment
- Teaching costs including supply cover
- Associated administrative and support staff costs
- Tickets and entrance fees.

For an extra-curricular activity the charge should be set to cover the direct cost per student, fixed overhead costs and where appropriate, an allowance for a contingency to cater for any reasonable unforeseen shortfall in income or increase in expenditure.

When writing to parents the benefit and aims of the activity must be described along with any risks associated (also cover any policy regarding remissions).

Acts of Vandalism and Negligence

Energy Coast UTC 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 a student.