



# **CHARGING AND REMISSIONS POLICY**

**2016-2018**

**Approved: Bill Webster Chair UTC Governing Body**

**Date: 13<sup>th</sup> February 2017**

**Date for Review: December 2018**

**Revision History:**

<b>Revision History</b>			
<b>Revision</b>	<b>Date</b>	<b>Owner</b>	<b>Summary of Changes</b>
<b>0</b>	December 2016	LM	Updated
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			

## CONTENTS

1. Purpose and Background	4
2. Policy Objectives	4
a. Charging	4
b. Voluntary Contributions	4
c. Remissions	4
d. Liability for Personal Property	4
3. Practice and Procedures	4
4. A - Activities which are an essential part of the National Curriculum, Religious Education or for an approved examination	5
a. Charging	5
b. Voluntary Contributions	5
5. B - Activities which 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	6
a. Charging	6
6. Acts of Vandalism and Negligence	7

## **Purpose and Background**

UTC Bolton wishes to make a broad programme of activities accessible to as many students 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 often the case for activities which are an essential part of the curriculum, or Religious Education) parents/carers 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/carer's inability or unwillingness 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.

### **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 . 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/carers are receiving a State benefit e.g Universal Credit. Students for whom the Pupil Premium applies will also be subject to full remission. Any assistance provided will be subject to the budgetary position of the UTC. Complete confidence will be observed in all such matters;
- Activities that take place during lunch breaks;
- The services of a non-UTC organisation employed during UTC hours;
- Seek voluntary contributions from parents/carers to fund activities, either within or outside UTC hours and to provide incidentals, e.g. books and equipment. For example, in some subjects, extension material or activities are offered (e.g. a student buying a personal copy of a set text, a theatre visit for a set play);
- Materials used in the production of an article where the student's parent/carer has indicated in advance that he/she wishes the article to be owned by the student, (n.b. where a parent/carer 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/carer 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.

Organisers 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/carers 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 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/carers the benefit and aims of the activity must be described along with any risks associated.

Students who are selected for County or regional matches or sports meetings are assisted on request. Fees are paid for entry to such events.

There may be other educational activities where financial support is required. Application for support may be made to the Director of Inclusion and Student Support Services and to the Governing Body on appeal, for their consideration. The decision of the Governing Body is final.

### **Acts of Vandalism and Negligence**

UTC Bolton reserves the right to recover part, or the whole cost, in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials, belonging to a third party, where the cost has been re-charged to the UTC. The charge to be the cost of replacement or repair, or such lower cost as the Principal may decide.