



## Policy No: 5. Charging and Remissions Policy

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<b>Coordinator</b>	<b>Executive Operations Manager</b>
<b>Review Frequency</b>	<b>Annually</b>
<b>Policy First Issued</b>	<b>2014</b>
<b>Last Reviewed</b>	<b>Summer Term 2017</b>
<b>Date policy considered by External HR Consultant</b>	<b>N/A</b>
<b>Date policy considered by External Solicitor</b>	<b>N/A</b>
<b>Agreed by Governors and adopted on</b>	<b>July 2017</b>
<b>Does this policy need to be agreed by Governors? If yes, which committee</b>	<b>Yes, Board of Governors</b>
<b>Due for Review</b>	<b>Summer Term 2018</b>
<b>This policy is communicated by the following means:</b>	
<b>Governors</b>	<b>Governor consultation by email when policy reviewed and agreement</b>
<b>Staff</b>	<b>Policy folders on staff shared drive and in-house training</b>
<b>Parents</b>	<b>Academy website, Parent Evenings</b>
<b>Students</b>	<b>Academy website, assemblies, in lessons</b>

# Charging and Remissions Policy

## Introduction

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, out of school trips, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

## Charging

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the UTC:

### Trips and residential experiences in school:

The cost of the board and lodging element of the residential experience and outdoor pursuit courses.

### Activities outside school hours

The full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad that take place at weekends and during holidays, which are deemed to be optional extras.

### Materials

The cost of some materials for engineering, or product design courses if parents have indicated in advance that they wish to own the final product.

### Acts of vandalism and negligence

The Governing Body 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;

### Examination fees

If a student in Year 12, or 13 has chosen to re-sit a unit/module the examination fee may be required, before making an entry for that exam.

The Governing Body may seek to recover the fee from the parent, if, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the UTC has paid an entry fee.

There may be a charge for examination entry where there is a request from the parent for additional subject entries to be made which are not supported by the UTC.

## Remission

Where the student qualifies pupil premium funding, the Governing Body will remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Governing Body may remit charges in full or in part to parents of pupil premium students, or other parents after considering other specific hardship cases. The Governing Body invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Principal will authorise remission from designated pupil premium, or hardship budgets that have been agreed with the Governing Body.

### **Insurance**

Any insurance costs will be included in charges made for trips or activities.

### **Voluntary contributions**

Nothing in this policy statement precludes the Governing Body from inviting parents to make voluntary contributions.

### **Monitoring, Evaluation and Review**

This policy will be reviewed every two years.