
Charging and Remissions Policy

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Introduction

Equality and Diversity Statement

Sir Simon Milton Westminster UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, political beliefs or practices, disability, marital status, family circumstances, sexual orientation, spent criminal convictions, age or any other inappropriate grounds.

Purpose:

The purpose of this policy is to describe our charging and remissions practice and the principals upon which it is based.

Aim(s):

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education. The Governing Body aims to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Wider school aims/ethos:

Sir Simon Milton Westminster UTC strives to treat all its members and visitors fairly and aims to eliminate unjustifiable discrimination on the grounds of gender, race, nationality, ethnic or national origin, religion or beliefs, disability, marital status, family circumstances, sexual orientation, gender reassignment, pregnancy, spent criminal convictions, age or any other inappropriate grounds.

Consultation:

This policy was written by Mike Finn, after consultation with Evelyne Rugg (Chair of Trust Board) and Reading UTC.

John McDonald, St Marylebone School

Governors consulted 19th December

Sources and references:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/535870/Academies_Financial_Handbook_2016_final.pdf

Reading UTC, Lincoln UTC Charging and Remission Policies

Linked policies

Educational trips and visits

Financial regulations

Link governor

The governor responsible for finance

Activities without Charge

There will be no charge for the following activities:

- Education provided wholly or mostly during school hours. This includes the supply of any materials, books instruments, other equipment and also transport provided in school hours to carry students between the school and an activity.
- Education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination which the student is being prepared for at the school, or part of religious education.
- Instrumental and vocal music tuition which is part of the National Curriculum.
- Instrumental and vocal tuition for children in care.

Voluntary Contributions

The school may ask for voluntary contributions towards the cost of school-time activities to assist with funding subject to the following conditions:

Any children of parents who do not wish to contribute will not be treated any differently.

Where there are insufficient contributions to make the activity viable then the activity will be cancelled.

A statement to this effect will be included in letters home to parents informing them about visits and trips.

Chargeable Activities

The school may recover the full costs of the following activities but charges will not exceed actual cost. If income from charges does exceed actual costs money will be refunded. This refund will only be given when the sum to be refunded equals £5 or greater per student.

- Educational or other activities provided wholly or mainly outside school hours which are not:
 - Part of the National Curriculum
 - Part of a syllabus for a prescribed public examination which the student is being prepared for at school.
 - Part of religious education (note: schools may wish to specify particular activities which are subject to charge. These could include any commissioned services)
- Board and lodgings on residential visits (subject to remission arrangements).

- Cost of entering a student for a public examination not prescribed in regulations, and for the cost of preparing a student for that examination outside school hours.
- Cost of entering a student for a prescribed public examination including re-sits where no preparation has been provided by the school Provision of instrumental and vocal tuition, which takes place during the school day and which has been requested by parents/carers

Examination Fees

Entry for a prescribed public examination including re-sits decided by the school provided that a student has been prepared for it at the school will not be charged. However, where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examination whether or not prepared by the school.

If a *student decides* to re-sit an examination they will be required to pay for the cost of entry and a fee of £3 per examination towards administration costs.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.

Remissions

There will be no charge for board and lodgings for students whose parents are receiving income support, income-based job seekers allowance, tax credits or disability working allowance. Charges for other 'chargeable activities' may also be fully or partly remitted. Details of any remission arrangements will be made clear when parents are informed of charges for individual activities.

Deliberate/Malicious Damage to School Property

Where a student is found to be responsible for deliberate and/or malicious damage to school property or equipment the Governing Body will pursue the cost of repair or replacement. Damages up to a value of £50 will be charged in full. For any damages greater than £50 a contribution to costs of £50 will be charged.

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies	Please Tick Box	
	YES	NO
Is it likely that the Policy Revision could have a negative impact:-		
1. On minority ethnic groups?		X
2. Due to gender?		X
3. Due to disability?		X
4. Due to sexual orientation?		X
5. Due to their religious beliefs (or none)?		X
6. On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff		
Is it likely that the Policy Revision could have a negative impact:-		
7. On people due to their age?		X
8. On people due to their marital or civil partnership status?		X
9. On people with dependants/caring responsibilities?		X

Date of Review 07.06.2018 Did you make changes? n/a

If YES please speak with the Principal as a full Equality Analysis may be required.

Charging and Remissions Policy

Mike Finn – December 2016

Last reviewed – June 2018

Next review – June 2019