

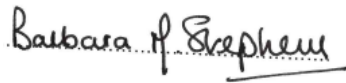


# **ENERGY COAST UTC**

## **CHARGING & REMISSIONS POLICY**

### **2020-2023**

**Approved:** Barbara Stephens, Chair of Governors



**Signed:**

**Date: November 2020**

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**Revision History:**

Revision History			
Revision	Date	Owner	Summary of Changes
1	February 2014	GJ	New
2	August 2017	MR	Updated
3	November 2020	KL	Reviewed and updated
4			
5			

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## 1. Aims

Our school aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

## 2. Legislation and guidance

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 402, 449-462 of which set out the law on charging for school activities in England. Academies are required to comply with this Act through their funding agreements.

This policy complies with our funding agreement and articles of association.

## 3. Definitions

- **Charge:** a fee payable for specifically defined activities
- **Remission:** the cancellation of a charge which would normally be payable

## 4. Roles and responsibilities

### 4.1 The governing board

The governing board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual governor or the Principal.

The governing board also has overall responsibility for monitoring the implementation of this policy.

Responsibility for approving and monitoring the charging and remissions policy has been delegated to the Finance and Audit Committee.

### 4.2 Principal

The Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

### 4.3 Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Principal of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The UTC will provide staff with appropriate training in relation to this policy and its implementation.

### 4.4 Parents/Carers

Parents/carers are expected to notify staff or the Principal of any concerns or queries regarding the charging and remissions policy.

## 5. Where charges cannot be made

Below we set out what we **cannot** charge for:

### 5.1 Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)

- Education provided outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent
- Entry for a prescribed public examination if the student has been prepared for it at the school
- Examination re-sit(s) if the student is being prepared for the re-sit(s) at the school

## **5.2 Residential visits**

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside school hours if it is part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit

## **6. Where charges can be made**

Below we set out what we **can** charge for:

### **6.1 Education**

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Music and vocal tuition, in limited circumstances
- Certain early years provision
- Community facilities

### **6.2 Optional extras**

We are able to charge for activities known as 'optional extras'. In these cases, schools can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of school time that is not part of:
  - The national curriculum
  - A syllabus for a prescribed public examination that the student is being prepared for at the school
  - Religious education
- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the student to school or to other premises where the local authority or governing board has arranged for the student to be provided with education)
- Board and lodging for a student on a residential visit
- Extended day services offered to students (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation

- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)
- The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours, the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

### **6.3 Residential visits**

We can charge for board and lodging on residential visits, but the charge must not exceed the actual cost.

### **6.5 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.

## **7. Voluntary contributions**

As an exception to the requirements set out in section 5 of this policy, the school is able to ask for voluntary contributions from parents to fund activities during school hours which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include:

Travel, board and lodging, materials, books and equipment, teaching costs including supply cover, associated administrative and support staff costs, tickets and entrance fees.

**There is no obligation for parents to make any contribution, and no child will be excluded from an activity if their parents are unwilling or unable to pay.**

If the school is unable to raise enough funds for an activity or visit then it will be cancelled.

## **8. Activities we charge for**

The school will charge for the following activities:

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).

## **9. Remissions**

In some circumstances the school may not charge for items or activities set out in sections 6 and 8 of this policy. This will be at the discretion of the governing board and will depend on the activity in question.

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.

## **10. 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.

## **11. Monitoring arrangements**

The Business Director monitors charges and remissions, and ensures these comply with this policy.

This policy will be reviewed by the Business Director every 3 years.

At every review, the policy will be approved by the Finance and Audit Committee.