



Thomas Telford University Technical College

Charging & Remissions Policy

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Comments	This is a statutory policy detailing the UTC's approach to charging and remissions.		
Monitoring, Evaluation and Review	<p>The Principal will review this policy at least every year and assess its implementation and effectiveness in consultation with key stakeholders.</p> <p>The Business Manager will monitor the application of the policy and consult with key stakeholders to support the review of this policy</p> <p>The Line Manager of the Business Manager will conduct the review process, including review of the consultation.</p>		

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1. Purpose

- 1.1. The Charging and Remissions Policy reflects the TTUTC's vision of equality of opportunity for all its students. It is intended to ensure that all students have access to excellent educational experiences irrespective of financial circumstance.
- 1.2. This policy will provide clarity over those activities and items which the UTC will provide free of charge, those items for which a voluntary contribution may be requested and those items where there may be a charge.
- 1.3. This policy has been created in conjunction with the DfE guidance document 'Charging for school activities' (DFE-00244-2013)

2. Definitions

- 2.1. The UTC day is defined as 8.30am to 5.00pm
- 2.2. A **Charge** is defined as a fee payable by parents/careers required to enable their child to participate in an activity
- 2.3. A **Voluntary Contribution** is defined as an optional donation made by parents/careers at the suggestion of the UTC that supports the provision of an activity for students at the UTC. Individual participation cannot be conditional on making a voluntary contribution.

3. Activities without Charge

- 3.1. There will be no charge for the following activities:
 - 3.1.1. Education provided by the UTC and conducted on site wholly or mostly during the UTC day that forms a necessary part of the UTC curriculum (including Religious Education, Citizenship and PSHE).
 - 3.1.2. Education provided by the UTC that forms a necessary part of the syllabus of or preparation for a prescribed public examination for which the learner is being prepared at the UTC (where the learner has completed all work and preparations required for said examination).
 - 3.1.3. First entry for a prescribed public examination provided that the learner has been prepared for it at the UTC and they have completed all work and preparations as required.

4. Activities with Voluntary Contributions

- 4.1.** The UTC may request voluntary contributions towards the cost of UTC activities to assist with funding subject to the following conditions:
 - 4.1.1.** The activity does not form part of the necessary part of the UTC curriculum and/or the curriculum could be delivered the same or other ways without requiring contributions or charges.
 - 4.1.2.** The activity does not form part of the necessary preparation for a public examination and/or the preparation could be delivered the same or other ways without requiring contributions or charges.
 - 4.1.3.** Any children of parents/careers who choose not to contribute will not be treated any differently and will not be excluded from any part of the activity.
- 4.2.** Where insufficient funds are raised through voluntary contributions the UTC may decide to reduce the extent of the activity or cancel the activity.

5. Activities with a Charge

- 5.1.** The UTC may recover the full costs of the following activities which may be provided directly or through commissioned services.
- 5.2.** Educational or other activities provided wholly or mainly outside normal UTC hours and/or activities provided away from the UTC premises which are not:
- 5.3.** Part of a syllabus for a prescribed public examination for which the learner is being prepared at the UTC.
- 5.4.** Part of Religious Education, Citizenship and PSHE.
- 5.5.** Board and lodgings on residential visits (subject to remission arrangements).
- 5.6.** Cost of entering a learner for a public examination not prescribed in regulations and for the cost of preparing a learner for that examination outside normal UTC hours.
- 5.7.** Cost of entering a learner for a prescribed public examination including re-sits where no formal preparation has been provided by the UTC within timetabled lessons.
- 5.8.** Cost of entering a learner for a prescribed public examination including re-sits where the learner has not completed all work set and not prepared as required.
- 5.9.** Cost of registering a learner for a qualification where the learner has not completed all work set and not prepared as required.
- 5.10.** Cost of the examination fee should a learner not attend for an examination session without good reason.

- 5.11.** Provision of some voluntary enrichment activities including instrumental and vocal tuition, which takes place during the UTC day and which has been requested by parents/careers.
- 5.12.** Charges shall be calculated by dividing the actual cost of the activity (i.e.) by the number of students taking part in each activity.
- 5.13.** Where actual cost cannot be determined in advance the UTC may charge based on estimated costs and return surplus funds equally to parents/careers in due course after completion of the activity.
- 5.14.** Charges cannot be used to levy funds on those who can pay to support those who are unable to or unwilling to pay.
- 5.15.** Charges for Instrumental and vocal tuition for children in care ('looked after children') will be considered on a case by case basis.
- 5.16.** Shows put on by the school to showcase students work.

6. Remissions

- 6.1.** In cases of hardship the Governing Body will consider in its absolute discretion the remission of fees (either in full or in part) for those students who it considers will benefit from such activities.
- 6.2.** Charges may be full or partly remitted for learners whose parents/careers are in receipt of benefits.
- 6.3.** Such remissions will be made on an individual basis.
- 6.4.** Parents/careers can apply to the Business Manager in writing or by email for remissions.