



Charging Policy

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UCC Staff Role Responsible	School Business Director

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INTRODUCTION

The Education Act 1996 requires that schooling be provided free of charge, for any activities which take place during the statutory College day. Schools are able to charge for optional activities which occur wholly or mainly outside these hours and can also charge for board and lodging on residential courses.

1. Voluntary Contributions

Schools are entitled in law to invite voluntary contribution, for the benefit of the school, or in support of any activity organised by the College, **whether during or outside school hours** from any parent/guardian. The Governors recognise the valuable contribution made by parents / guardians, will wish to continue to contribute in this way so that their children may enjoy as full and broad a curriculum as possible. Indeed, they recognise that many activities will continue to be dependent upon parents' voluntary contributions. Should insufficient funds be forthcoming from voluntary contributions then the trip or activity may be cancelled.

The College will therefore request voluntary contributions from parents/guardians for activities which can only be provided on this basis, whilst seeking to ensure that no student is excluded from such an activity by reason of inability to make a voluntary contribution. Upon completion of any trip/activity where there is found to be an overcharge of over £5 for each pupil then this overcharge will be refunded, rounded to the nearest £1. Any balances remaining will be transferred to a hardship fund for those parents/guardians granted supported by the College.

2. Financial Support

The Governors believe that all students are entitled to the same broad curriculum. The Governors therefore intend to offer a degree of financial support towards the cost of particular activities where parents/guardians cannot afford to contribute the total cost. Normally these parents/guardians would have to be in receipt of one of the following:

- Income Support;
- Income based Jobseekers' Allowance;
- Income related Employment and Support Allowance;
- Child Tax Credit (where there is no eligibility to Working Tax Credit and annual gross income does not exceed £16,190);
- Support under part VI of the Immigration & Asylum Act 1999;
- the 'Guaranteed Element' of Pension Credit;
- Universal Credit.

Parents who qualify should contact the Activity Organiser or Principal to discuss the matter in advance of the proposed activity.

For the following categories, the Governors will offer financial support in case of need to the level the budget permits;

- Ingredients and materials required for practical subjects such as Food or Design technology.
- Educational field trips or residential visits.
- Musical tuition and the costs of providing music or musical instruments.
- Costs for students representing their county/region or country.

Transport costs for those representing the College (e.g school teams) will be met by the College.

Charges may be made for;

- The material costs of a finished product students wish to retain (e.g Design Technology)
- Examination fees where a student fails, without good reason, to complete coursework or sit an examination.
- Damage to or loss of college property
- Optional activities wholly or mainly outside school hours
- Board and lodging on residential educational visits/activities (but parents/guardians who qualify for prescribed benefits and allowances are entitled to a remission of charges)

Parents should discuss individual activities either with the teacher who is on charge or with the Principal.

Related Policies: Pupil Premium

Uppingham Community College



Support Request Form

Student:	Age: _____ Reg Group: _____	
Parent/carer's details	Name: _____ Address: _____ Tel No: _____ E-mail address: _____	
Purpose for finance (Activity/Trip/Music etc)	Please describe briefly how your child will benefit from being involved.	
Costs (total and breakdown)	Date due: _____ Payable to: _____	
Qualifying Criteria	<p>In receipt of one of the following: be in receipt of one of the following:</p> <ul style="list-style-type: none"> • Income Support; • Income based Jobseekers' Allowance; • Income related Employment and Support Allowance; • Child Tax Credit (where there is no eligibility to Working Tax Credit and annual gross income does not exceed £16,190); • Support under part VI of the Immigration & Asylum Act 1999; • the 'Guaranteed Element' of Pension Credit; • Universal Credit. 	Please tick
	Recent change in family finances eg. redundancy, illness of parent/carer, family breakdown, other exceptional circumstances. (please give details)	

Please return to Mrs K Croote, School Business Director, Uppingham Community College

Signed Date

For Office use only:

Date received	
Amount requested	
Amount agreed	
Account/Budget	
Advise relevant staff	
Advise parent	
Paid	