



Charging & Remissions Policy

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CHARGING & REMISSIONS POLICY

Introduction

The charging and remissions policy adopted by the Governing Body ensures that the statutory requirements are met and is intended to reflect the general principles of the Education Act which identifies activities for which:

- Charges will not be made;
- Charges will be made;
- Charges will be waived.

The Law says that:

- If the activity cannot be funded without voluntary contributions the parents will be notified of this from the outset.
- No child will be excluded from an activity because the parents are unable to pay.
- If insufficient contributions are raised the trip or activity may have to be cancelled.
- If a parent is unwilling or unable to pay their child will be given an equal chance to go on the visit.

Voluntary Contributions

Schools are entitled in law to invite voluntary contributions, 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 support by the College.

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 (if not eligible for Working Tax Credit and annual 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;
- Music tuition and the costs of providing music or musical instruments;

- Cost 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. Examples of when charges may be made:

- 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);
- Additional support in arranging work experience placements;
- Private College Transport arrangements.

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

Any change in policy requires the approval of the Governing Body.