



## University Technical College Warrington (UTCW)

### Charging and Remissions Policy

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## **1. COMPLIANCE**

1.1 This policy has been prepared with due regard to the following statutory provisions and guidance:-

1.1.1 Education Act 1996

1.1.2 Education (School Sessions and Charges and Remissions Policies) (Information) (England) Regulations 1999

1.1.3 Education (Residential Trips) (Prescribed Tax Credits) (England) Regulations 2003

1.1.4 School Information (England) Regulations 2008

1.1.5 Department for Education's publication, "Charging for school activities"

1.1.6 Single Funding Agreement

## **2. ADMISSIONS**

University Technical College Warrington (UTCW) does not charge for admissions.

## **3. EDUCATION**

3.1 UTCW does not charge for:

3.1.1 education provided during school hours (including the supply of any materials, books, instruments or other equipment);

3.1.2 education provided outside of 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 or religious education;

## **4. SCHOOL MEALS**

4.1 UTCW does not charge for children who are entitled to free school meals or infant free school meals.

4.2 Students who are not entitled to free school meals will be charged based on the prices from the catering provider, which are reviewed regularly.

## **5. EXAMINATIONS**

- 5.1 UTCW does not charge for examinations that are part of the curriculum and on the school's set examinations list, where children have been prepared for the examinations by the school.
- 5.2 UTCW does not charge for re-sits of examinations if the student is being prepared for the re-sits at the school.
- 5.3 If the student fails without good reason to meet an examination requirement, the school may recover the fee incurred from that student's parents.
- 5.4 UTCW does not charge for examinations that are not on the set list, but have been arranged by UTCW.
- 5.5 UTCW will charge for examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school. See Optional Extras under section 8.

## **6. TRANSPORT**

- 6.1 UTCW will not charge for:
  - 6.1.1 Transporting registered students to or from the school premises where UTCW has an obligation to provide the transport;
  - 6.1.2 Transporting registered students to other premises where UTCW has arranged for students to be educated;
  - 6.1.3 Transport that enables a student to meet an examination requirement where the student; has been prepared for examination at the school;
  - 6.1.4 Transport in connection with an educational visit.

## **7. ACTIVITIES THAT TAKE PLACE DURING SCHOOL HOURS**

- 7.1 There is no charge for activities during school hours;
- 7.2 There is no charge for transport during school hours to UTCW organised activities.
- 7.3 UTCW may charge for:
  - 7.3.1 books, materials and ingredients that the parent wishes the child to keep, for which the cost will be made clear to the parents before charge;

- 7.3.2 optional extras (see Section 8.3);
  - 7.3.3 music or vocal tuition (see Section **Error! Reference source not found.**);
  - 7.3.4 Community facilities
- 7.4 For the avoidance of doubt, 'school hours' does not include the break in the middle of the school day.

## **8. NON-RESIDENTIAL ACTIVITIES THAT TAKE PLACE OUTSIDE OF SCHOOL HOURS**

- 8.1 UTCW does not charge for activities that take place outside of school hours when they are:
- 8.1.1 part of the set curriculum, including sports matches against other schools;
  - 8.1.2 part of the syllabus for a public examination that the student is being prepared for by UTCW;
  - 8.1.3 part of UTCW's basic curriculum for religious education.
- 8.2 For the purposes of this Section 8.1, the definitions of '*during school hours*' and '*outside school hours*' in Section 9.2 are used.

### **8.3 Optional extras**

UTCW will charge for optional extras. Optional extras are:

- 8.3.1 education provided outside of school time that is **not**:
  - 8.3.1.1 part of the National Curriculum;
  - 8.3.1.2 part of a syllabus for a prescribed public examination that the student is being prepared for at UTCW;
  - 8.3.1.3 part of religious education.
- 8.3.2 examination entry fee(s) if the registered student has not been prepared for the examination(s) at UTCW;
- 8.3.3 transport that is not taking the student to UTCW or to other premises where the local authority or governing body has arranged for the student to be provided with education;

8.3.4 board and lodging for a student on a residential visit;

8.3.5 Extended Services (see Section 11).

#### 8.4 **The cost of optional extras**

8.4.1 The Principal & Chief Executive will decide when it is necessary to charge for optional activities, and the levels of charge will be set annually by the Principal & Chief Executive on the recommendation of the Finance, Audit & Resources committee. The charges, when determined, will be published on UTCW's website and appended to this Charging and Remissions Policy under "Appendix 1".

8.4.2 Any charge made in respect of individual students will not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. Under no circumstances will there be an element of subsidy required for any students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge (see Section 14).

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

8.4.3.1 any materials, books, instruments or equipment provided in connection with the optional extra;

8.4.3.2 non-teaching staff;

8.4.3.3 teaching staff engaged under contracts for services purely to provide an optional extra, including supply teachers engaged specifically to provide the optional extra;

8.4.3.4 the cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.

8.4.4 Participation in any optional extra activity will be on the basis of parental choice and a willingness to pay the charges. UTCW will need to have the agreement of parents before organising the provision of an optional extra where charges will be made.

**9. ACTIVITIES THAT TAKE PLACE PARTLY DURING SCHOOL HOURS EITHER ON OR OFF THE UTCW SITE**

- 9.1 Where the majority of a non-residential activity takes place during school hours the charging of the activity will be the same as is outlined in Section 7.
- 9.2 For the purposes of Section 9.1 (and Section 8.1):
- 9.2.1 where 50% or more of time spent on an activity occurs during school hours, it is deemed to take place during school hours. For these purposes, time spent on travel counts if the travel time occurs during school hours; and
- 9.2.2 where less than 50% of time spent on an activity occurs during school hours, it is deemed to take place outside school hours.
- 9.3 In cases where the majority of a non-residential activity takes place outside of school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.
- 9.4 No charge will be made for supply teachers to cover for those teachers who are absent from the school accompanying students on a visit.
- 9.5 In this case, the charging of the activity will be the same as is outlined in Section 8.

**10. RESIDENTIAL ACTIVITIES**

- 10.1 UTCW will not charge for:
- 10.1.1 education provided on any visit that takes place during school hours;
- 10.1.2 education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- 10.1.3 supply teachers to cover for those teachers who are absent from the school accompanying students on a residential visit;
- 10.1.4 travel costs where the residential activity is classed as being within school hours;
- 10.1.5 residential activities that take place during school hours.

10.2 For the purposes of this Section 10.1, if the number of school sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). Regardless of the starting and finishing times of the school, for the purposes of calculating a 'half day', the school is divided into two sessions and a 'half day' means any period of 12 hours ending with noon or midnight on any day.

10.3 **UTCW will charge for:**

10.3.1 **Board and lodging** – When any visit has been organised by the school where there may be a cost for board and lodging, parents will be informed of this before the visit takes place. UTCW will charge anything up to the full cost of board and lodging on residential visits, whether it is classified as taking place during school hours or not. The charge will not exceed the actual cost. Parents who are able to provide proof of receipt of certain benefits may be exempt from paying this cost (see Section 13).

10.3.2 **Travel** – Travel charges may apply when the residential activity takes place outside of school hours. The amount charged will be calculated to cover the unit cost per student. These charges may not apply to those students entitled to remissions, but no other students will be charged extra to cover those costs.

10.3.3 **Activities** – UTCW may charge for residential activities that fall outside of school hours (see Section 8).

## 11. EXTENDED SERVICES

11.1 UTCW is dedicated to providing a well-rounded and extensive education for its students, which includes a wide range of extra-curricular enrichment activities (Extended Services).

11.2 Extended Services enable UTCW to provide:

11.2.1 high-quality learning opportunities either side of the school day;

11.2.2 ways of intervening early when children are at risk of poor outcomes, e.g. by providing access to study support, parenting support or to more specialist services (such as health, social care or special educational needs services);

- 11.2.3 ways of increasing student engagement;
  - 11.2.4 ways of improving outcomes and narrowing gaps in outcomes between different groups of students.
- 11.3 UTCW may provide Extended Services such as breakfast clubs, out of school clubs such as homework clubs, or childcare which you are able to charge for. Charges for such Extended Services will be made to cover the cost of non-teaching or teaching staff engaged to provide the activity or brought in to run the club.
- 11.4 The total charge will not exceed the cost of providing the activity and no parent will be asked to subsidise others.

## **12. DAMAGE TO PROPERTY AND BREAKAGES**

- 12.1 Where UTCW property has been wilfully damaged by a student or parent, the school may charge those responsible for some or all of the cost of repair or replacement.
- 12.2 Where property belonging to a third party has been damaged by a student, and the school has been charged, UTCW may charge some or all of the cost to those responsible.
- 12.3 Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

## **13. REMISSIONS AND CONCESSIONS**

- 13.1 Parents may apply to the school for remission of charges in whole or part towards the charges for activities, or for financial support towards the purchase of uniform items. This is available on a case-by-case basis.
- 13.2 UTCW may from time to time decide to remit all or part of the cost of activities involving particular students and this will be at the discretion of the Principal. In other circumstances, there may be cases of family hardship, which make it difficult for students to take part in particular activities for which a charge is made.
- 13.3 When arranging a chargeable activity, UTCW will invite parents to apply in confidence for the remission of charges in part or in full. To qualify for help, parents must complete the Application for Remission form (under Appendix 2 of this policy), forward it to the school's general office and, if requested, provide proof of their income or benefit (see Section 13.6).

- 13.4 Authorisation of remission will be made by the Principal. All parents will have the right of appeal to UTCW.
- 13.5 Other exceptional circumstances for remission may be considered by the Principal.
- 13.6 UTCW will give consideration to the remission of charges to parents or carers who receive the following support payments:
  - 13.6.1 Income Support
  - 13.6.2 Income based Job-seekers Allowance
  - 13.6.3 Child Tax Credit (where the person is not receiving Working Tax Credit as well and where the family's income does not exceed the prescribed limit set by Her Majesty's Revenue and Customs in the relevant year);
  - 13.6.4 Support under part VI of the Immigration and Asylum Act 1999
  - 13.6.5 Guaranteed Element of State Pension Credit
  - 13.6.6 Income related employment and support allowance
  - 13.6.7 Universal credit in certain circumstances
- 13.7 Children of families who receive these payments are also entitled to free school meals. Parents who are eligible for the remission of charges will be dealt with confidentially.
- 13.8 UTCW may choose to subsidise part or all of the payment of some charges for certain activities and students, and this will be determined by the Principal.

#### **14. VOLUNTARY CONTRIBUTIONS**

- 14.1 The Trustees may ask for voluntary contributions to the school for general funds which are for the benefit of UTCW and/or to fund activities that will enrich its students' education.
- 14.2 In any case, where the activities of the school cannot be afforded without voluntary funding, this will be made clear to the parents by the school. If the activity is cancelled all monies paid will be returned to parents.
- 14.3 There is no obligation for a parent or carer to make any contribution and the school will in no way pressure parents to make a contribution. For example, the school will not send colour-coded letters to parents or guardians to remind them to pay

contributions and direct debit or standing order mandates will not be sent to parents when requesting contributions.

**15. INABILITY OR UNWILLINGNESS TO PAY**

15.1 UTCW is committed to ensuring fair access and treatment of all students, and this means ensuring that no child is excluded from an activity because the parents or carers of that child are unwilling or unable to pay. If there is insufficient funding for an activity, then it will be cancelled.

15.2 The identity of the student or parents of the student who did not want to make the payment, or could not make the payment, will not be disclosed under any circumstances.

**16. IMPLEMENTATION AND REVIEW**

16.1 The Principal holds delegated responsibility for implementation of this Charging and Remissions Policy.

16.2 All UTCW staff have a responsibility to report serious breaches of this Charging and Remissions Policy to the Principal.

16.3 UTCW will work in partnership with all relevant parties to ensure that this Charging and Remissions Policy is planned, implemented, reviewed and maintained successfully and at suitable frequency.

**17. COMPLAINTS**

17.1 UTCW encourages parents who are not satisfied with arrangements and support provided by the school to discuss their concerns directly with the school.

17.2 If the issue is not resolved with the school, a formal complaint can be made via UTCW's Complaints Procedure.

**Appendix 1 - APPLICATION FOR REMISSION**

This application form is to be used when a parent is seeking a remission of charges for a chargeable activity arranged by UTCW. Parents are referred to paragraph 14 of UTCW's Charging and Remissions policy for relevant information.

Once the application has been completed it must be returned to the school's finance office for processing.

<b>Section 1</b>	
Name of chargeable activity	
Date of chargeable activity	
Cost of activity	
Seeking remission in whole or in part?	

<b>Section 2</b>	
Please explain the reasons for seeking a remission of charges below:	

<b>Section 3</b>	
Are you in receipt of any welfare benefits/tax credits? Please list all benefits/tax credits.	

Can the benefits/tax credits be evidenced?	

<b>Section 4 (office use only)</b>	
Is the remission application approved?	
If approved, is the remission in whole or in part?	
How much is the remission?	
Is the application rejected?	
Reasons for the rejection of the application:	

We/I confirm that the information contained within this application is true.

Signed:.....

Signed:.....

Name:

Name:

Dated:

Dated: