



# London Design & Engineering UTC

## Charging and Remissions Policy

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## Version Control Table

Version	Date	Amended by	Rationale
2.0	04/07/2019		Version approved by the Board of Directors
2.1	09/03/2023	Dave Watherston	Policy reviewed and updated
3.0	16/03/2023		Version approved by the Committee

**Guidance on version Control:**

*The above is an example of how to complete the Version control table.*

*Versions are 0.1, 0.2 etc until such point as the document is approved. Then it becomes version 1.0.*

*Subsequent edited versions become 1.1, 1.2, or if it's a major update, 2.0. Do not worry about the numbers going up and up its about getting the policy right – it's all fine.*

# CHARGING AND REMISSIONS POLICY

## Policy Coverage

THE POLICY APPLIES OR COVERS THE FOLLOWING GROUPS			
Type of Learner	Tick (✓)	Type of Stakeholder	Tick (✓)
Key Stage 3 (KS3) Carousel	✓	Teaching Staff	✓
Key Stage 4 (KS4) GCSE	✓	Education Support Staff	✓
Key Stage 5 (KS5) Level 2	✓	Administrative Support Staff	✓
Key Stage 5 (KS5) Level 3	✓	Directors	✓
Key Stage 5 (KS5) A Levels	✓	Employers	✓
Apprentices	✓	Visitors / Contractors	✓

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## 1. Introduction

The London Design & Engineering UTC is committed to providing the highest quality of provision for its learners and has allocated resources appropriately and within guidelines to ensure that good value for money is achieved.

This policy is based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 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.

It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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

## 2. Policy Aims

The UTC wants all its learners to have an equal opportunity to benefit from the UTC's activities, both on and off site, within and outside the curriculum, regardless of their background or socio-economic background.

This charging and remissions policy is also an integral part of the LDE UTC's inclusive arrangements for learners and is applied equally to all learners.

The UTC 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some learners from taking full advantage of these opportunities

## 3. Questions

Questions and queries about this policy or discussions regarding the application of this policy to an individual learner can be addressed by contacting the main UTC office and enquiries will be dealt with in confidence by a senior member of staff.

*Please note:* this policy does not apply to charges made and determined by other organisations offering activities and services on the UTC's premises.

## 4. Definitions

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

## 5. Roles and Responsibilities

### The Board of Directors

The Board of Directors has overall responsibility for approving, monitoring and implementation of the charging and remissions policy. These responsibilities have been delegated to the Finance, Operations & Audit Committee (FOAC).

### CEO & Principal

The CEO & Principal is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently. The CEO & Principal is also responsible for ensuring the policy is published and available to parents.

### Staff

Staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the headteacher 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.

### Parents and Carers

Parents and Carers are expected to notify staff or the CEO & Principal of any concerns or queries regarding the charging and remissions policy.

The Table below sets out what LDE UTC will and will not charge for:

LDE UTC Activity	LDE UTC Charging Policy
<b>1. Admissions</b>	No charge will be made for admission.
<b>2. College meals</b>	No charge will be made for learners entitled to free school meals
	The UTC will charge all learners not entitled to free school meals an amount determined by either the catering provider or the CEO & Principal, as appropriate.
<b>3. Public examinations</b>	No charge will be made for the entry fee if the examination is on the set list and the learner has been prepared at the UTC.
	The UTC may charge parents/carers the examination fee entry fee if the examination is on the set list, but the learner was not prepared for it at the UTC. This will be decided by the CEO & Principal.
	Where supported by the UTC, there will be no charge for the entry fee if the examination is not on the set list, but the UTC has arranged for the learner to take it.
	The UTC may charge parents/carers the examination fee if a learner fails without good reason to complete the requirements

LDE UTC Activity	LDE UTC Charging Policy
	<p>of a public examination where the UTC originally paid the entry fee. This will be decided by the CEO &amp; Principal.</p> <p>The UTC may charge parents/carers the examination fee if a learner or parent/carer wishes the learner to re-sit the examination where the UTC originally paid the entry fee. This will be decided by the CEO &amp; Principal.</p> <p>The UTC may charge parents/carers the cost of re-marking examination papers if a learner/parent/carer wishes it to be re-marked. This will be decided by the Principal.</p>
<p><b>4. Activities for learners that take place during college hours</b></p> <p><i>(‘College hours’ are those when the UTC is actually in session and do not include the break in the middle of the college day or during learner holidays)</i></p>	<p>No charge will be made for activities provided during the UTC’s college timetabled hours for the learners year group (with the exception of music tuition – see item 8).</p> <p>No charge will be made for transport during the UTC’s college hours e.g. to swimming, rowing, etc.</p> <p>A charge may be requested to cover the cost of ingredients or materials where parents/guardians have confirmed in advance that they wish to own the finished product.</p>
<p><b>5. Activities for learners that take place outside college hours (non-residential)</b></p>	<p>Trips which take place mainly out of college hours/days are chargeable.</p> <p>No charge will be made for an activity that takes place outside college hours when it is:</p> <ul style="list-style-type: none"> <li>• a necessary part of The National Curriculum</li> <li>• part of a syllabus for a prescribed public examination that the learner is being prepared for at the UTC</li> <li>• part of the UTC’s basic curriculum for religious education</li> </ul>
<p><b>6. Activities that take place partly during college hours either on or off site (non-residential)</b></p>	<p>Where the majority of time spent on a non-residential activity is within college hours, the UTC will treat the activity as if it is fully within college hours, and will apply the same criteria to charging as set out in item 4.</p> <p>If the majority of the time spent on a non-residential activity is outside college hours, the UTC will treat the activity as if it happens fully outside college hours, and will apply the same criteria to charging as set out in section 5.</p>
<p><b>7. Residentials</b></p>	<p>Residentials are classified as being within college hours. If the number of UTC sessions missed by the learners is at least 50% of the number of half days spent on the trip.</p> <p><u>Board and lodging</u> The LDE UTC will charge learners an amount up to the full cost of board and lodging on residentials whether it is classified as taking place within or outside college hours EXCEPT where learners are legally entitled to remission. In such cases no charge will be made for board and lodging.</p> <p><u>Travel</u> If the residential is classified as being within college hours, no charge will be made for travel costs (legal requirement),</p>

LDE UTC Activity	LDE UTC Charging Policy
	<p>although, a voluntary contribution may be sought. Where the residential is classified as being outside college hours, a charge will be made for travel to cover the unit cost per learner other than those entitled to remissions (but no paying learner will be required to subsidise the cost of non-paying learners).</p> <p><u>Activities on residential</u> If the residential is classified as being within college hours no charge can legally be made for the educational activities provided. If the residential is classified as being outside college hours, a charge will be made for the educational activities provided (see item 5)</p>
<p><b>8. Music tuition within college hours</b></p>	<p>No charge will be made if the music tuition is an essential part of the learner's curriculum or a public examination syllabus being followed by the learner (including instrument hire, music books etc.).</p>
	<p>No charge will be made for instrumental and vocal tuition within college hours for children in care (including instrument hire, music books etc.).</p>
	<p>There may charge for all other instrumental and vocal tuition requested by parents and delivered by specialist tutors within college hours, whether offered to an individual or group of learners. Charges will be determined by the CEO &amp; Principal or their representative and may vary depending on size of group, length of lesson and type of instrument.</p>
	<p>Where there is a charge for instrumental and vocal tuition within college hours we will remit charges for learners on free school meals as defined in item 11 of this Table as well as in certain other circumstances (e.g. for siblings) in order to ensure specialist music tuition is accessible and affordable for all children.</p>
<p><b>9. Damage to property and breakages</b></p>	<p>The UTC may seek to recover some or all of the costs incurred due to willful damage or breakage of UTC property. This will be determined by the CEO &amp; Principal or their representative.</p>
	<p>The UTC may seek to recover some or all of the costs incurred due to willful damage or breakage of property belonging to a third party where the UTC has been charged. This will be determined by the CEO &amp; Principal or his/her representative.</p>

## 6. Remissions

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

### Remissions for residential visits

Where the parent of a learner is in receipt of qualifying state benefits the Board of Directors will fully support the cost of board and lodging for any residential activity that is organised for

the learner and which takes place within UTC time. This will also be the case where the residential activity forms part of the syllabus for a public examination. Parents who can prove they are in receipt of any of the following benefits will qualify under this remission:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of Pension Credit
- Child Tax Credit – provided you're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190
- Working Tax Credit run-on – paid for 4 weeks after you stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018, your household income must be less than £7,400 a year (after tax and not including any benefits you get)

The Board of Directors may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Directors invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The CEO & Principal will authorise remission in consultation with the Chair of the Board of Directors.

## 7. Insurance

Any insurance costs will be included in charges made for trips or activities.

## 8. Voluntary Contributions

Nothing in this policy precludes the Board of Directors from inviting parents or guardians to make voluntary contributions. The rate of voluntary contributions requested will not exceed the total costs of the activity.

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

## 9. Payment of Charges and Cashless Campus

All charges for college income of any nature must be made either through the colleges cashless payment system (currently ParentPay), or via the Finance Team to raise an invoice. All monies received for such charges must be made via electronic payment method direct to the college bank account or cashless payment system. Official UTC receipts will be issued for all monies received either automatically via the college payment system, or manually if paid via an alternative method.

Employees organising a trip, visit, club or activity will notify parents or guardians in advance of any likely costs. This will be done in writing, with a reply mechanism for parents or guardians to accept the proposed costs. The letter will contain details of remission arrangements as set out in this policy.



All trips and events must be approved in accordance with the Colleges trips and educational visits policy, which includes making the costs of such trips/visits clear. Once the trip/visit or event has been approved the employee organising, will liaise with the front office team to set-up the trip on the cashless payment system (currently ParentPay) and all payments for charges must be made via this method. Employees must under no circumstances request or accept payment for charges in cash.

Collection of unpaid or late monies will be the responsibility of the front office team for the cashless payment system (ParentPay) and the Finance Team for invoices.

Financial accounts of all trips, visits, clubs or activities will be kept at the UTC.

In exceptional circumstances if a parent, carer or learner cannot make payment via electronic means, they should explain the situation, and the college will consider an alternative method of accepting payment. As a last resort cash payments may be allowed, but this must be paid directly to the Finance Team and approved by the CEO & Principal.

## **10. Monitoring and Evaluation**

The Board of Directors and Principal will monitor the operation and effectiveness of the UTC's Charging and Remissions Policy.

The policy will be reviewed every two years and approved by the FOAC.