



CHARGING AND REMISSION POLICY

Status: **Statutory**

Member of Staff responsible: **David Edmondson**

Associated Policies and documentation

Implementation date: September 2014

Review Date: July 2015

POLICY ON CHARGING AND REMISSION

To conform with the requirements of the Education Reform Act 1988, it is the policy of the Governing Body:

1. to levy, except where pupils are entitled to statutory remission, a charge for all board and lodging costs on residential visits;
2. to levy a charge for activities wholly or mainly outside UTC hours which are not part of the National Curriculum, statutory religious education or in preparation for a prescribed public examination;
3. to levy no charge for examination entries, except where:
 - 3.1 the UTC has not prepared pupils for the examination in the year for which the entry is made, or
 - 3.2 a pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it, or
 - 3.3 examination board services are requested that would not normally be incurred in respect of any entry through examination entitlement, the full examination board fee will be charged together with an administration fee;
4. to levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the National Curriculum, statutory religious education or in preparation for prescribed public examinations or courses taught at UTC, except where parents have indicated in advance their wish to purchase the product;
5. to request voluntary contributions from parents for UTC activities in or out of UTC time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution;
6. to levy a charge for the cost of individual tuition in the playing of a musical instrument except where such tuition forms part of the syllabus for a prescribed public examination or is required by the National Curriculum, save where the Governing Body is persuaded otherwise;
7. to seek payment from parents for damage to or loss of UTC property caused wilfully or negligently by their children;
8. to leave to the Head's decision, the proportion of costs of an activity which should be charged to public or non-public funds;
9. to delegate to the Chairman and the Head the determination of any individual case arising from the implementation of this policy.

The Governing Body wishes to record its support and appreciation of the staff in organising school trips and activities, both in and out of school time. The Governing Body is also very grateful to the Friends of UTC for their activities in providing additional funds for the UTC.

Approved:
Review date: