



Ullswater Community College

CHARGING AND REMISSIONS POLICY

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Chair of Governors	David Carter
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Introduction

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies are required through their funding agreements to comply with the law on charging for school activities.

Governors are required by law to determine, publish and keep under review a policy on any charges and remission of charges that the Governing Body may make for school activities. School activities may be provided by the school or by a third party who has been approved by the school and/or is supervised by someone authorised by the school.

The principles of best value will be applied by UCC when arranging any school activity.

This policy complements UCC's policies on equal opportunities, curriculum, teaching and learning and off-site visits.

Definitions

"approved examination"	a public examination as set out in current UK statute.
"essential activity"	any school activity which is either an essential part of the syllabus of an approved examination or is required to fulfil the school's statutory duties relating to the National Curriculum or to religious education.
"optional activity"	a school activity which is not an essential activity and which takes place wholly/mainly outside school time.
"school hours"	those hours when the school is actually in session, this excludes the lunchtime break.
"school sessions"	each school day is divided into two school sessions, at UCC these run from 9.00am to 12.35pm and from 1.35pm to 3.40pm.

1 Non-Residential Activities

1.1 Essential Activities during and outside school time

- 1.1.1 There is no charge for the provision of essential activities either during or outside school time and no charge for anything provided for the purpose of, or in connection with the activity. This includes teaching/supervision, materials, books, instruments/equipment and any transport between the school and an off-school site.

1.2. Other Activities wholly/mainly during school time

- 1.2.1 With the exception of “non-essential musical instrument tuition”, there is no charge for the provision of any activity if it takes place wholly/mainly during school time and no charge for anything provided for the purpose of, or in connection with the activity. This includes teaching/supervision, materials, books, instruments/equipment and any transport between the school and an off-school site.
- 1.2.2 An activity is deemed to take place wholly/mainly during school time if half or more of the time students spend on that activity falls within school hours. Travel time between the school and an off-school site activity counts as time spent on that activity.

1.3 Non-Essential Musical Instrument Tuition

- 1.3.1 Charges for non-essential musical instrument tuition provided and which takes place wholly/mainly during school time will be charged direct to parents by the Peripatetic Tutor, provided this is neither an essential part of the syllabus of an approved examination for that student nor is required to fulfill statutory duties relating to the national curriculum or religious education.
- 1.3.2 There is no charge for general school music activities, e.g. school orchestras, school bands, etc.

1.4 Other Activities wholly/mainly outside school time

- 1.4.1 Any activity which is not an essential activity and which takes place wholly/mainly outside school time is an optional activity and the full cost of its provision may be charged.
- 1.4.2 An activity is deemed to take place wholly/mainly outside school time if less than half of the time students spend on that activity falls within school hours. Connected travel time between the school and an off-school site activity counts as time spent on that activity.

2. Residential Trips

- 2.0.1 A residential trip involves students spending one or more nights away from home.

2.1 Residential Trips for Essential Activities

- 2.1.1 If a residential trip is required for an essential activity, a charge may be made for student board and lodging only. There is no charge for the provision of any essential activity which takes place on the residential trip and no charge for anything provided for the purpose of, or in connection with the activity. This includes teaching/supervision, materials, books, instruments/equipment and any transport connected with the trip.

2.2 Residential Trip for Other Activities wholly/mainly during school time

- 2.2.1 If a residential trip is required for an activity which is not an essential activity and the trip takes place wholly/mainly during school time, a charge may be made for student board and lodging only. There is no charge for the provision of any activity which takes place on the residential trip and no charge for anything provided for the purpose of, or in connection with the activity, this includes teaching/supervision, materials, books, instruments/equipment and any transport connected with the trip.
- 2.2.2 A residential trip is deemed to take place wholly/mainly during school time if the number of school sessions students spend on the trip is half or more the number of half-days taken up by the trip.

2.3 Residential Trip for Other Activities wholly/mainly outside school time

- 2.3.1 If the residential trip is required for an activity which is not an essential activity and the trip takes place wholly/mainly outside school time, this is an optional activity and the full cost of its provision may be charged.
- 2.3.2 A residential trip is deemed to take place wholly/mainly outside school time if the number of school sessions students spend on the trip is less than half the number of half-days taken up

by the trip.

2.4 Calculating school time spent on Residential Trips

2.4.1 Travel time connected with the residential trip counts as time spent on the trip.

2.4.2 In calculating the number of school sessions and half-days for a residential trip:-

- a) a school session counts if half or more of the school hours in that session are spent on the trip; and
- b) a half-day counts if six or more hours in that half-day are taken up by the trip.

3. Optional Activities

3.1 Student Participation in an Optional Activity

3.1.1 Student participation in an optional activity is a matter of parental choice and is on the basis that the parents agree to pay the applicable charge.

3.2 UCC Staff Participation in an Optional Activity

3.2 A member of UCC staff's participation in an optional activity is voluntary and is on the basis that, where applicable, they have been given a separate contract of service to provide teaching/supervision of the optional activity and, also on the basis, that the cost of any accommodation, meals, travel and other approved costs incurred in connection with their provision of/participation in that activity will be met by the school.

4. Charges

4.0.1 The school is not permitted to include a profit in charges made under this policy.

4.0.2 Charges made under this policy will be calculated using the actual costs of provision, or an appropriate portion of costs attributable to it, divided equally by the number of students participating.

4.0.3 The school's charity may be able to help if the parents of a student are unable to pay the full amount of the charges for an activity. See "Ullswater College Fund" in paragraph 7.0 below.

4.1 Charges for Examination Entry

4.1.1 The cost of a student's examination entry may be charged if:

- a) the student was not prepared for the approved examination by UCC; or
- b) UCC has paid or agreed to pay the entry fee and the student fails, without good reason, to complete the requirements of the approved examination; or
- c) the examination is not an approved examination, but UCC arranges for the student to take it.

4.1.2 Where a student ask for an examination to be re-marked the student will be charged unless the re-mark gains the student a higher grade.

4.1.3 Where a student requests the return of a script they will be charged for the cost in full.

4.2 Charges for Materials

- 4.2.1 If parents have indicated in advance that they wish to own a finished article produced by a student during a school activity then the materials needed to produce that finished article may be charged for.

4.3 Charges for Non-Essential Musical Instrument Tuition

- 4.3.1 Examples of the type of costs which can be charged for musical instrument tuition:
- a) tuition; and/or
 - b) sheet music; and/or
 - c) hire and/or insurance of musical instrument.

4.4 Charges for Student Board and Lodging on Residential Trips

- 4.4.1 Parents of students entitled to free school meals should read “Remission of Charges” below.

4.5 Charges for Optional Activities

- 4.5.1 The full cost of the optional activity may be charged, including, but not limited to:
- a) travel; and/or
 - b) materials, books, instruments, equipment; and/or
 - c) entrance fees/tickets; and/or
 - d) accommodation and/or meals; and/or
 - e) costs of UCC staff engaged under separate contract of service to provide teaching/supervision of the optional activity; and/or
 - f) costs of UCC non-teaching staff for any purpose connected with the provision of the optional activity; and/or
 - g) costs of provision by a third party who has been approved by the school and/or is supervised by someone authorised by the school.

4.6 School Minibus

- 4.6.1 Only the school’s staff, students and parents are permitted to travel in the school minibus. The school does not charge for the use of its minibus. However, the cost of fuel will be included as a travel cost if the minibus is used for an optional activity.

4.7 Charges for Damages, Breakages and Losses

- 4.7.1 There may be a charge for the cost of:
- a) repairing any damage to the school’s property caused by a student; and/or
 - b) replacing any school property broken or lost by a student.

5.0 Voluntary Contributions

- 5.0.1 When necessary, the school may seek contributions from parents to meet the additional costs

of funding a particular activity, for example costs of travel, entrance fees/tickets, staff cover, etc.

- 5.0.2 Any contributions are entirely voluntary and students will be treated the same whether or not their parents have contributed.
- 5.0.3 Certain activities cannot take place without voluntary funding and, whilst no student will be left out of an activity if their parents do not contribute to the cost of it, the school may be forced to cancel the activity if it cannot make up the shortfall.
- 5.0.4 When planning an activity for which voluntary funds are needed, the school will write to parents giving details of the planned activity and the voluntary contribution per student needed to cover the additional costs. The letter will also make it clear whether or not the activity will take place if parents do not support it.
- 5.0.5 The school's charity may be able to help if the parents of a student are unable to make the full voluntary contribution per student needed to cover the additional costs of an activity. See "Ullswater College Fund" in paragraph 7.0 below.

6. Remission of charges

- 6.0.1 Parents in receipt of the relevant support payments may, in addition to claiming free school meals for a student, also claim free student board and lodging on residential trips required for essential activities and on residential trips required for other activities which take place wholly/mainly during school time.
- 6.0.2 The relevant support payments are:
 - Universal Credit in prescribed circumstances
 - Income Based Jobseeker's Allowance (IBJSA)
 - Income Support (IS)
 - Child Tax Credit (with provisions)
 - Support under part VI of the Immigration and Asylum Act 1999
 - an income related employment and support allowance that was introduced on 27 October 2008
 - Guarantee Element of State Pension Credit
- 6.0.3 The school will apply the free school meal entitlement verification procedures when considering a claim for free student board and lodging.

7. Ullswater College Fund

- 7.0.1 The Ullswater College Fund is a Charitable Trust set up for the purpose of advancing the education of students at UCC by providing and assisting in the provision of facilities not normally provided by the Local Authority.
- 7.0.2 Parents who are experiencing financial difficulty may apply to the Trustees of the charity for financial assistance towards the cost of a school activity. Full details are available from the school.

8. Monitoring and Evaluation

8.0.1 The Governing Body will review this policy on an annual basis.