



London Design & Engineering UTC

Charging and Remissions Policy

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| Date Approved by the Board | 4 July 2019 |
| Date Policy was last reviewed or updated | June 2019 |
| Version | 2.0 |
| Date of next Board review and approval | July 2022 |

LONDON DESIGN & ENGINEERING UTC

Charging and Remissions Policy

Introduction

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

In accordance with the Education Reform Act of 1988 and in accordance with Sections 449 - 462 of the Education Act 1996 no charges can be made to any registered student at the UTC for any books, materials, equipment or apparatus used during college hours.

Aim

The UTC wants all its students 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 policy sets out the UTC's approach to charging and remissions, and is informed by DfE guidance¹. In doing this the UTC's intention is to ensure transparency in setting charges and ensure all students are able to access all the provision on offer.

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

Questions and queries about this policy or discussions regarding the application of this policy to an individual student 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.

Roles and Responsibilities

There are some circumstances in which legislation allows a charge for UTC activities. It is the responsibility of the Principal in agreement with the Board of Directors to determine what the UTC can and cannot charge for activities, whilst ensuring compliance with statutory legalisation and DfE guidance.

The Board is also responsible for ensuring the charging and admissions policy is published and available to parents.

¹ www.gov.uk/government/uploads/system/uploads/attachment_data/file/514619/Charging_for_school_activities.pdf

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

| LDE UTC Activity | LDE UTC Charging Policy |
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| 1. Admissions | No charge will be made for admission. |
| 2. College meals | No charge will be made for students entitled to free school meals |
| | The UTC will charge all students, not entitled to free school meals an amount determined by either the catering provider or the Board of Directors, as appropriate. |
| 3. Public examinations | No charge will be made for the entry fee if the examination is on the set list and the student has been prepared at the UTC. |
| | Where supported by the UTC, there will be no charge for the entry fee if the examination is on the set list, but the student was not prepared for it at the UTC. |
| | 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 student to take it |
| | The UTC may charge parents the examination fee if a student fails without good reason to complete the requirements of a public examination where the UTC originally paid the entry fee. This will be decided by the Principal. |
| | The UTC may charge parents the examination fee if a student or parent wishes the student to re-sit the examination where the UTC originally paid the entry fee. This will be decided by the Principal. |
| | The UTC may charge parents the cost of re-marking examination papers if a student/parent wishes it to be re-marked. This will be decided by the Principal. |
| 4. Activities for students that take place during college hours <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)</i> | No charge will be made for activities provided during the UTC’s college hours (with the exception of music tuition – see item 8). |
| | No charge will be made for transport during the UTC’s college hours e.g. to swimming, rowing, etc. |
| | 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. |
| 5. Activities for students that take place outside college hours (non-residential) | Trips which take place mainly out of college hours are chargeable. |
| | No charge will be made for an activity that takes place outside college hours when it is: <ul style="list-style-type: none"> • a necessary part of the curriculum • part of a syllabus for a prescribed public examination that the student is being prepared for at the UTC |

| LDE UTC Activity | LDE UTC Charging Policy |
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| | <ul style="list-style-type: none"> part of the UTC's basic curriculum for religious education |
| 6. Activities that take place partly during college hours either on or off site (non-residential) | <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> |
| 7. Residentials | <p>Residentials are classified as being within college hours. If the number of UTC sessions missed by the students 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 students 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 students 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), 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 student other than those entitled to remissions (but no paying student will be required to subsidize the cost of non-paying students).</p> <p><u>Activities on residentials</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> |
| 8. Music tuition within college hours | <p>No charge will be made if the music tuition is an essential part of the student's curriculum or a public examination syllabus being followed by the student (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 students. Charges will be determined by the Principal or his/her representative and the local governing body and may</p> |

| LDE UTC Activity | LDE UTC Charging Policy |
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| | <p>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 students 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>9. Damage to property and breakages</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 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 Principal or his/her representative.</p> |
| <p>10. Remissions and concessions</p> | <p>Students whose parents are in receipt of government support payments may, in addition to having a free school lunch entitlement, also be entitled to the remission of charges for board and lodging costs during residential UTC trips.</p> <p>The UTC may choose to subsidize, in full or part, charges for certain activities and students, as determined by the Board of Directors, advised by the Principal or their representative. The circumstances in which concessions are applied will be reviewed regularly.</p> |
| <p>11. Family Contributions</p> | <p>Contributions may be invited for trips which take place mainly within college hours. No child may be excluded because of inability to pay but the UTC is entitled to cancel the trip if the level of contributions does not meet its budgetary requirements</p> |

Remissions

Where the parent of a student 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 student 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.

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 Principal will authorise remission in consultation with the Chair of the Board of Directors.

Insurance

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

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.

Operation

All charges for income of any nature must be made through the employee who is responsible for raising invoices. All monies received for such charges must be directed to the nominated employee who is solely responsible for the receipt of all income entering the UTC. Official UTC receipts will be issued for all monies received.

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.

The employee organising, in agreement with the UTC's senior leadership team, will set out the arrangements for collection of costs from parents or guardians and the internal process for the collection and receipt of monies.

Collection of unpaid or late monies will be the responsibility of the UTC's nominated person responsible for collecting monies.

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

Monitoring and Evaluation

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