SHEFFIELD UTC ACADEMY TRUST
MAKING THE FUTURE

CHARGING AND REMISSION POLICY

Status: Statutory

Member of Staff Responsible: Executive Principal

Related Policies:

- Financial Management & Administration Policy
- Educational Visits Policy
- Bursary Policy Statement

Implementation date: September 2014

Reviewed date: September 2026

Next review date: September 2027

Introduction

The purpose of the policy is to ensure that there is clarity over those items which the UTC will provide free of charge and those items where there may be a charge.

Definition

The UTC day is defined as 8.30am to 3.30pm Tuesday, Wednesday and Thursday and 8.30am to 2.30pm on a Monday and Friday.

Activities during the UTC Day

During the UTC day all activities that are a necessary part of the curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take students between the UTC and the activity. It excludes charges made for teaching an individual student or groups of up to four students to play a musical instrument. Unless the teaching is an essential part of either the curriculum or a public examination syllabus being followed by the student(s), the UTC will make a charge (see below).

There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but student was not prepared for it at the UTC.
- The examination is not on the set list the UTC arranges for the student to take it.
- A student fails without good reason to complete the requirements of any public examination where the UTC's Governing Body originally paid or agreed to pay the entry fee.

Contributions may be sought for activities during the UTC day which entail additional costs, e.g. field trips. In these circumstances no student will be prevented from participating because his/her parents cannot make a contribution. However, if insufficient funds are available it may be necessary to curtail or cancel activities.

From time to time a non-UTC based organisation, such as a visiting drama group or storyteller, may be invited to arrange an activity during the UTC day. Such organisations may wish to charge parents who may, if they wish, ask the Principal to agree to their child being absent for that period.

Optional Activities outside of the UTC Day

The UTC may charge for optional, extra activities provided outside of the UTC day, e.g. a club or theatre visits. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus. Where the UTC wishes to charge, parents will be advised in advance. Where specific funding has been received to support particular activities, the UTC will subsidise the charge to the extent permitted by the funding.

Residential Activities

Residential activities will incur a charge for participating students equal to the cost of providing the place on the designated trip (see below).

Calculating Charges

When charges are made for any activity, whether during or outside of the UTC day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who are unable or unwilling to pay.

Support for cases of hardship will come through either the UTC budget or fundraising. Parents who would qualify for support are those who are in receipt of eligible benefits**.**

The principles of best value will be applied when planning activities that incur costs to the UTC and/or charges to parents.

Remission

In cases of hardship the Governing Body / Trust will consider in its absolute discretion the remission of fees (either in full or in part) for those students who it considers will benefit from such activities.

Eligible Benefits

- 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 State Pension Credit.
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs that does not exceed £16,190).
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Universal Credit – if you apply on or after 1 April 2018 your household income must be less than £7400 a year (after tax and not including any benefits you get)

The policy will be reviewed annually to ensure this section is kept up to date.