

## **CHARGING AND REMISSIONS** **POLICY**

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| <b>Date approved:</b> 02/01/2016   | <b>Date reviewed:</b> |
| <b>Comments:</b><br>This document has been approved by the Chair of Governors – Mark Goldstone   |                       |
| <b>Monitoring, evaluation and review:</b><br>The Principal and Board of Governors will review this policy at least every two years and assess its implementation and effectiveness. The policy will be promoted and implemented throughout by UTC Leeds. |                       |

### **Introduction**

UTC Leeds recognises the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

### **Charging**

UTC Leeds reserves the right to make a charge in the following circumstances for activities organised by the school:

- i School visits including residential in school time: the board and lodging element of the residential experience and outdoor pursuit courses;
- ii Activities outside school hours: the full cost for each student of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- iii Acts of vandalism and negligence: UTC Leeds reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a student;
- iv Examination fees: if a student has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the student attends for examination.

If, without a medical certificate explaining the reason, a student fails to complete examination requirements for any public examination for which the Academy has paid an entry fee, the Board of Governors may seek to recover the fee from the parent.

There may be a charge for examination entry where there is a request from the parent for additional subject entries or resits to be made which are not supported by the Academy.

### **Remissions**

Where the parent of a student is in receipt of qualifying state benefit(s), UTC Leeds will remit in full or in part the cost of board and lodging for any residential activity that is organised for the student

and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

UTC Leeds may remit charges in full or in part to other parents after considering other specific hardship cases. UTC Leeds 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 Governors.

### **Insurance**

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

### **Voluntary contributions**

Nothing in this policy statement precludes UTC Leeds from inviting parents to make voluntary contributions. UTC Leeds should make clear that such contributions are voluntary; those children of parents who do not contribute will not be discriminated against and that if insufficient contributions are received the trip may be cancelled.