



**Health
Futures**
UTC

**Charging and Remissions
Policy**

Review and approved: March 2015

HEALTH FUTURES UTC

CHARGING AND REMISSIONS POLICY

1. Introduction

Health Futures UTC (the UTC) recognises that a wide range of additional activities make a valuable contribution towards students' all round educational experience and their personal and social development. The UTC is committed to the principle that every member of the UTC community is entitled to participate fully in the range of activities offered both within and beyond the curriculum.

2. Charging

We reserve the right to make a charge in the following circumstances:

- a) School trips and residential held in school time: the board and lodging element of any residential or outdoor education programme where the activity forms part of a syllabus for a public examination that the pupil is being prepared for by the UTC.
- b) Activities held outside school time: the full cost for each student of journeys, trips and residential fees in the UK and abroad which take place at weekends and during holidays, where these are deemed to be optional extras.
- c) Materials: the cost of materials used by students to make products where the product will be the property of the student.
- d) Acts of vandalism or negligence: part or all of the cost of repairs or replacement for loss or damage to buildings or equipment where this is the result of vandalism or negligence by one or more students.
- e) Examination fees: part or all of the cost of entry for an examination, either where the UTC considers the examination unsuitable for the student or where the student fails to complete all of the requirements for the examination without evidence of good reason, such as a medical certificate.
- f) Examination retake/remark fees: the UTC may charge part or all of the cost of retakes or remarks of examinations that have been paid for by the UTC.
- g) Freedom of Information requests: the UTC may charge for responding to FOI requests where the costs are significant.

Any charge made for trips or activities will include insurance costs.

3. Voluntary Contributions

We may also organise activities during Academy time that are voluntary and collective and can only take place provided sufficient voluntary contributions are received by a particular date. In this case, there will be no discrimination against those who have not made a voluntary contribution.

4. Remissions

For those having financial responsibility for a student who receives free school meals, we will remit the full cost of board and lodging for any residential activity which the student is required to attend and which takes place within Academy time or is required for their studies at the Academy. In addition, when arranging a chargeable activity such parents will be invited in confidence to receive remission of charges in full or in part.

On a case by case basis, we may also remit charges in full or in part in response to a parental request on grounds of financial hardship where the request has the support of the Principal.

5. Monitoring Evaluation and Review

The Principal will report to the Governors relevant aspects of the working of the policy as appropriate.