



Unity College

# Charging Policy

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### Introduction

This charging policy has been compiled in line with DfES requirements and in accordance with s457 of the Education Act, 1996.

### College Trips

#### Day Trips

The college will not charge for any day trips that take place during college hours that are part of the curriculum. The college may ask for a voluntary contribution (see below).

#### Residential trips – Essential

For residential trips which are essential to the curriculum, statutory RE or in preparation for prescribed examinations, there will be a charge for board and lodging.

#### Residential trips – Non-essential

For residential trips which are not essential to the curriculum, statutory RE or in preparation for prescribed examinations:

- a. if the amount of college time on the trip is less than half of the total time of the trip, there will be a charge up to the full cost of the trip.
- b. if the amount of college time on the trip is half or more of the total time of the trip, there will be a charge for board and lodging.

#### Voluntary Contributions

Where the college cannot charge, and it is not possible to make these additional activities within the resources ordinarily available to the college, the college may request or invite parents to make a contribution towards the cost of the trip. Students will not be treated differently according to whether or not their parents have made any contribution in response to the request or invitation. **However, where there are not enough voluntary contributions to make the activity possible, then it will be cancelled.**

#### Examination Entries

There will be no charge for students sitting or re-sitting an external examination as part of the curriculum.

There will be a charge in respect of examination entries for students where the college has prepared the student for the examination and

- it considers that for educational reasons the student should not be entered and
- the student's parent/guardian wishes the student to be entered

In these circumstances, if the student subsequently passes the examination, the college may refund the cost.

There will be a charge where a student fails without good reason to complete the requirements of any public examination where the college paid or agreed to pay the entry fee. There will be a charge where the student fails to turn up for an examination. This charge will be the cost of the examination entry, plus any applicable centre cost.

### **Materials & Textbooks**

Where a student or parent wishes to retain items produced as a result of art or design and technology, there may be a charge for the cost of the materials used. In the case of Food Technology, students usually provide their own ingredients, but if the student forgets, the college may provide the ingredients and there is a charge. Textbooks are provided free of charge, but in some subjects, additional revision guides are available, for which a charge is made.

### **Activities Outside College Hours**

No charge will be made for activities outside college hours that are part of the curriculum or religious education, or that form an essential part of the syllabus for an approved examination. For all other activities outside college hours, a charge up to the cost of the activity will be levied.

### **Damage/Loss to Property**

There will be a charge in respect of wilful damage, neglect or loss of college property (including premises, furniture, equipment, books or materials), the charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

There will be a charge in respect of wilful damage, neglect or loss of property (including premises, furniture, equipment, books or materials) belonging to a third party, where the cost has been recharged to the college. The charge to be the cost of replacement or repair, or such lower cost as the Headteacher may decide.

### **Lettings**

The college will make its facilities available to outside users at a charge of at least the cost of providing the facilities. The scale of charges will be determined annually by the Governor Resources Committee.

### **Other charges**

The Headteacher or Governing Body may charge for miscellaneous services up to the cost of providing such services.

**Were a child is entitled to free college meals there will be a subsidy / no charge where charges would usually be imposed.**

If the parent/guardian of a student is in receipt of income support, income based jobseekers' allowance, support under part VI of the Immigration and Asylum Act 1999; or Child tax credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue, that does not exceed the prevailing threshold) charges in respect of board and lodging will be remitted in full.

The Headteacher or Governing Body may remit in full or part charges in respect of a student, if it feels it is reasonable in the circumstances.

The Headteacher or Governing Body may decide not to charge in respect of a particular activity, if it feels it is reasonable in the circumstances.