

CHARGING AND REMISSIONS POLICY

Member of Staff Responsible	Business Manager
Board of Directors' Committee Responsible	Finance
Related policies	Finance
Implementation date	December 2017
Review date	December 2018

1. INTRODUCTION

The Governing Body recognises the valuable contribution that the wide range of additional activities, including clubs, trips and residential experiences can make towards students' personal and social education.

The Governing Body aims to promote and provide such activities, both as part of a broad and balanced curriculum and as additional optional activities.

As a local school, the Governors give their support for the use of the school premises by local groups and people.

2. CHARGES

In recognition of the importance of such activities, the Governing Body will seek to support such activities with money from the delegated budget, but recognises that whatever public funds are made available, there will never be sufficient to fund all desirable activities at the required level.

The Governing Body reserves the right to make a charge in the following circumstances for activities organised by the school.

School Journeys in School Hours

Transport that is not required to take the pupil to school or to other premises where the teaching staff/governing body has arranged for the pupil to be provided with education.

Residential Visits

The board and lodging element of residential activities deemed to take place within school hours.

To facilitate opportunity of access to all, residential visits must be planned to give sufficient time for payment to be made in instalments of no more than £100 per month. This means, for example, that payment for a trip costing £200 would commence at least 2 months before departure. The same rule applies to any non-refundable deposit. Trips where students are encouraged to fundraise as part of the experience (e.g. World Challenge) are not subject to this limit.

Activities outside School Hours

The full cost to each student of activities deemed to be optional extras taking place wholly or mainly outside school hours.

Charging in Kind

Parents will be encouraged to make a voluntary contribution, in cash or in kind, to cover the cost of materials and equipment for practical subjects such as engineering, where the product is taken home by students for their personal use.

The Governing Body may charge for materials or require them to be provided if the parents have indicated in advance that they wish to own the finished product.

Examination Fees

Where a student has not been prepared for a prescribed public examination by the school, the Governing Body may make a charge for the cost of entering the student for the examination, as they can for entries to non-prescribed examinations whether or not prepared by the school.

If a student fails without good reason to complete the examination requirements for any public examination for which the school has paid (or is liable to pay) an entry fee, then the Governing Body may recover the fee from the parent.

Damage to school property and equipment

Parents will be expected to pay for any damage to the school buildings or equipment by their son/daughter whether it is deliberate or the result of poor or silly behaviour by a student or group of students.

General

The Governing Body may, from time to time, amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Governing Body from inviting parents to make a voluntary contribution towards the cost of providing additional educational activities for students.

3. CHARGES FOR THE USE OF SCHOOL PREMISES AND FACILITIES

The Governing Body will set and renew on an annual basis, charges for the hire of school premises and facilities. These charges will be minuted and made known to all external hirers of the school's premises and facilities.

Catering facilities are available via our third party supplier.

Usage of any specialist engineering equipment such as the Engineering Lathes and 3D printing, by suitably qualified people, are available on application from the Business Manager at the UTC.

4. CHARGES FOR SCHOOL TRANSPORT

The Governing Body will charge for the cost of home to school transport, with charges set to realistically reflect the cost to the school and will be reviewed annually.

5. REMISSIONS

Charge for Activities

There may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Governing Body will invite parents to apply in confidence for the remission of charges in part or in full. Authorisation of remission will be made by the Principal in consultation with other appropriate school staff. Priority is given to students who are looked after (or a child leaving care) and then to students whose parents receive financial support as listed at the end of this section and whose children attract the Pupil Premium. The final decision is made dependent on the level of funding available, previous support received by the individual student and the understanding of their circumstances.

Income Support

Income based Job Seekers Allowance

Child Tax Credit (provided they are not entitled to Working Tax Credit)

Transport support

- <http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/travel/Pages/HtoS.aspx>
- Silverstone UTC will fund up to 20% of the cost of contract minibus or public bus services provided that attendance is maintained at 95% or higher. This will be by refund. Parents can pay monthly by instalments.
- Parents who claim financial hardship, whose children do not qualify for free school meals, may be offered to pay monthly. We can offer up to one half term in arrears to assist parents who have to pay £1,500 or more.

Laptop support

- Laptops will be funded at up to 80% of the retail price up to a maximum subsidy of £240 provided as a refund on production of a valid receipt for the laptop being used. This subsidy is not available for software as all software required is available free of charge.

6. VARIATIONS

Other Schools

During the day (up to 6.00pm) the use of the Lecture Theatre is free of charge for school functions (e.g. Prize Giving) for which there is no charge for site staff on duty, provided that no technician or other additional staff are required. Where additional staff are required, schools will be charged the minimum amount to cover the costs of extra staff needed.

After 6.00pm the use of the Lecture Theatre for school functions will be charged as community use to cover the cost of any extra staff needed (e.g. technicians).

Where the school is using the Lecture Theatre for fundraising e.g. selling tickets, the conditions of the public entertainment license apply and must be adhered to and a charge will be made to cover these additional costs on an hourly basis. For actual charges relevant to the current academic year, please contact the Business Manager at Silverstone UTC.

UTC Partners

Formal Partners of Silverstone UTC will be given a 20% discount on any quoted daily rates.

SUMMARY OF CHARGES

UTC Facilities Costs – per hour:

FACILITY/USE	COST PER HOUR
Tennis Court	£6
Football Pitch	£45
MUGA pitch (for hockey/basketball)	£45
Lecture Theatre	£75 <i>Full day booking (08:00 to 18:00) charged at 8 hours</i>
Events Room, whilst major event taking place at Silverstone Circuit, with access to Events Terrace	Single room - £50.00 Two rooms joined - £95.00 Three rooms joined - £140.00 Four rooms joined - £185.00 <i>Full day booking (08:00 to 18:00) charged at 8 hours</i>
Events Room, with no major event is taking place at Silverstone Circuit	£20 per hour per room
Board Room	£25 per hour
School Room – with no access to Events Terrace	£15 per hour <i>Full day booking (08:00 to 18:00) charged at 8 hours</i>

Discounts on Room Hire

The UTC will discuss discounts on room hire, especially of the Events Rooms and Terrace if the UTC students are involved in the running of the event. Any work not aligned directly with the UTC Curriculum will be via paid employment of the students at the correct hourly rates.

If additional cleaning is required after the use of any area, this will be charged as follows:

Monday – Friday: £15 per hour, Weekend: £20 per hour