

## **Heathrow Aviation Engineering UTC Charging and Remissions Policy**

### **Introduction**

Heathrow Aviation Engineering UTC (UTC) recognises the valuable contribution that the wide range of additional activities, including clubs, out of UTC trips, residential trips and experiences of other environments, can make towards students' all round educational experience and their personal and social development.

### **Aim**

During the UTC day, all activities that are a necessary part of the Curriculum, will be provided free of charge. This includes any materials, equipment and transport where applicable.

### **Charging**

The Board of Governors reserves the right to make a charge in the following circumstances for activities organised by the UTC:

- UTC trips and residential visits in UTC time (Appendix 1): the board and lodging relating to a residential experience and outdoor pursuit courses;
- Activities outside UTC hours (Appendix 1): 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;
- Costs associated with membership of the UTC RAF CCF Section.
- Materials and ingredients: the cost of materials or ingredients, if parents / guardians have indicated in advance that they wish to own the final product;
- Acts of vandalism and negligence: the Board of Governors 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;
- Optional Extras: charges may be made for costs relating to optional extras as defined in Appendix 2.

Examination fees: charges may be made for examinations in the following circumstances:

- The student has not regularly attended the lessons for a particular examination subject, refundable if the student attends for examination.
- The student fails, without good reason, to complete the requirements of the examination (e.g. coursework).
- The student fails, without good reason, to attend the examination.
- Examination re-sits to improve grades (unless at the recommendation of the UTC).
- Examination entries where there is a request from the parent / guardian for additional subject entries to be made which are not supported by the UTC.

### **Remissions**

Where the parent of a student is in receipt of qualifying state benefits the Board of Governors will fully support the cost of board and lodging for any residential activity that is organised for the student and which takes place within UTC time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

The Board of Governors may remit charges in full or in part to other parents after considering other specific hardship cases. The Board of Governors 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 the Board of Governors from inviting parents / guardians to make voluntary contributions. The rate of voluntary contributions requested will not exceed the total costs of the activity.

**Operation**

All charges for income of any nature must be made through the employee who is responsible for raising invoices. All monies received for such charges must be directed to the nominated employee who is solely responsible for the receipt of all income entering the UTC. Official UTC receipts will be issued for all monies received.

Employees organising a trip, visit, club or activity will notify parents / guardians in advance of any likely costs. This will be done in writing, with a reply mechanism for parents / guardians to accept the proposed costs. The letter will contain details of remission arrangements as set out in this policy.

The employee organising, in agreement with the UTC's senior leadership team, will set out the arrangements for collection of costs from parents / guardians and the internal process for the collection and receipt of monies.

Collection of unpaid or late monies will be the responsibility of the UTC's nominated person responsible for collecting monies.

Financial accounts of all trips, visits, clubs or activities will be kept at the UTC.

**Monitoring and Evaluation**

The Board of Governors and Principal will monitor the operation and effectiveness of the UTC's Charging and Remissions Policy.

Date created: June 2014

Date agreed: 9th June 2014

Date of Review: November 2016

## Appendix 1

### Non Residential Activities

If 50% or more of the time spent on the activity occurs during UTC hours, it is deemed to take place during UTC hours. Time spent on travel counts in this calculation if the travel itself occurs during UTC hours. UTC hours do not include breaks during the day.

Where less than 50% of the time spent on an activity falls during UTC hours, it is deemed to have taken place outside UTC hours. For example, an excursion might require students to leave the UTC an hour before the day ends, but the activity does not end until late in the evening.

### Residential visits

If the number of UTC sessions taken up by the trip is equal to or greater than 50% of the number of half days spent on the trip, it is deemed to have taken place during UTC hours (even if some activities take place late in the evening). Whatever the starting and finishing times of the UTC day, regulations require that the UTC day is divided into 2 sessions. A “half day” means any period of 12 hours ending with noon or midnight on any day.

#### Example 1: Visit during UTC hours

Students are away from noon on Wednesday to 9pm on Sunday. This counts as 9 half days including 5 UTC sessions, so the trip is deemed to have taken place during UTC hours.

#### Example 2: Visit outside Academy hours

Students are away from UTC from noon on Thursday until 9pm on Sunday. This counts as 7 half days including 3 UTC sessions, so the trip is deemed to have taken place outside UTC hours.

## Appendix 2

### Optional Extras

Charges either in part, or in whole may be made for some activities that are known as “optional extras” and may include:-

- education provided outside of Academy time that is not:
  - part of the National Curriculum;
  - part of a syllabus for a prescribed public examination that the pupil is being prepared for at the Academy; or
  - part of religious education.
- examination entry fee(s), if the registered student has not been prepared for the examination(s) at the UTC;
- transport that is not required for the purpose of taking the student to UTC, or to other premises where the Board of Governors have arranged for the student to be provided with education;
- board and lodging for a student on a residential trip;
- any materials, books, instruments, or equipment provided in connection with the optional extra.
- Provision of non-teaching employees;
- Provision of teaching employees engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra;

Any charge made in respect of individual students may not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating. It may not therefore include an element of subsidy for any other students wishing to participate in the activity whose parents / guardians are unwilling or unable to pay the full charge. Furthermore, in cases where a small proportion of the activity takes place during UTC hours the charge cannot include the cost of alternative provision for those students who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from UTC accompanying students on a residential trip.

Participation in any optional extra activity will be on the basis of parental / guardian choice and a willingness to meet the charges. Parental / guardian agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.