



Motivate, Develop,

Inspire

Charging and Remissions Policy Statement

Rationale:

The Board of Trustees of Victoria College recognises the valuable contribution that the wide range of additional activities can make towards students' education.

The Board of Trustees aims to promote and provide such activities both as part of a broad and balanced curriculum for the students.

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1. Aims

Our college aims to:

- Have robust, clear processes in place for charging and remissions
- Clearly set out the types of activity that can be charged for and when charges will be made

2. Definitions

- Charge: a fee payable for specifically defined activities
- Remission: the cancellation of a charge which would normally be payable

3. Roles and responsibilities

3.1 The Board

The Board has overall responsibility for approving the charging and remissions policy, but can delegate this to a committee, an individual trustee or the Executive Head Teacher.

The Board also has overall responsibility for monitoring the implementation of this policy.

In our College, responsibility for approving the charging and remissions policy has been delegated to the Board.

In our College, monitoring the implementation of this policy has been delegated to the Board.

3.2 The Head of College

The Head of College is responsible for ensuring staff are familiar with the charging and remissions policy, and that it is being applied consistently.

3.3 Staff

Our staff are responsible for:

- Implementing the charging and remissions policy consistently
- Notifying the Head of College of any specific circumstances which they are unsure about or where they are not certain if the policy applies

The senior leadership team will provide staff with appropriate training in relation to this policy and its implementation.

3.4 Parents

Parents are expected to notify staff or the Head of College of any concerns or queries regarding the charging and remissions policy.

4. Where charges cannot be made

Below we set out **what the college cannot charge for**:

4.1 Education

- Admission applications
- Education provided during College hours (including the supply of any materials, books, instruments or other equipment)

5. Where charges can be made

Below we set out **what the college can charge for**.

5.1 Education

- Any resources where the student's parent wishes him or her to own them
- Optional extras (see below)

5.2 Transport

- Charges are made for transport to and from College for students that take up this option.
- Charge for transport for Community Visits over the year.

5.3 Optional extras

We are able to charge for activities known as 'optional extras'. In these cases, the college can charge for providing materials, books, instruments or equipment. The following are optional extras:

- Education provided outside of college time that is not part of:
 - The curriculum

When calculating the cost of optional extras, an amount may be included in relation to:

- Any materials, books, instruments or equipment provided in connection with the optional extra
- The cost of buildings and accommodation
- Non-teaching staff
- Teaching staff engaged under contracts for services purely to provide an optional extra (including supply teachers engaged specifically to provide the optional extra)

Any charge made in respect of individual students will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include an element of subsidy for any other students who wish to take part in the activity but whose parents are unwilling or unable to pay the full charge.

Parental agreement is necessary for the provision of an optional extra which is to be charged for.

6. Voluntary contributions

As an exception to the requirements set out in section 5 of this policy, the college is able to ask for voluntary contributions from parents to fund activities during college hours which would not otherwise be possible.

Activities for which the college may ask parents for voluntary contributions include, community visits and additional curriculum enriching activities.

There is no obligation for parents to make any contribution, and no young person will be excluded from an activity if their parents are unwilling or unable to pay. If the college is unable to raise enough funds for an activity or visit then it may be cancelled.

8. Remissions

In some circumstances the college may not charge for items or activities set out in sections 5 of this policy. This will be at the discretion of the Board and will depend on the activity in question.

The Director of Support Services monitors charges and remissions, and ensures these comply with this policy.

Date Accepted by The Board of Trustees: 21.10.2021

Signed:

