



## UTC Cambridge Fees Charging and Remission Policy

Lead member of SLT: HRM/Business Manager  
Designated Governor: Finance and Audit Committee Chair

### Legislation and reference:

EFA Academies Financial Handbook [Academies Financial Handbook 2015 - Publications - GOV.UK](#)

### Associated documentation

UTC Cambridge Trips Policy  
UTC Cambridge Pupil Premium Policy  
UTC Cambridge 16-19 Bursary Policy  
EFA Pupil Premium Guidance  
EFA 16-19 Bursary Guidance

### UTC Cambridge Vision

UTC Cambridge: Delivering Future Scientists

### UTC Cambridge Mission

Through an innovative curriculum, developed with leading scientists from industry and academia, UTC Cambridge builds bespoke learning solutions delivered in a state of the art science and technology environment that empowers students to manage their academic and career development.

### UTC Cambridge Values

We set ourselves challenging goals, are agile and resilient, to achieve our personal best.  
By respecting one another we enhance our experience and benefit from different perspectives.  
We take individual responsibility, ensuring team delivery.  
By respecting our environment, our world, we make a difference.  
We celebrate positive contribution and aspire to excellence.  
We are morally and ethically responsible in scientific and environmental innovation.

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**Review date: July 2017**

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## 1. Introduction

- 1.1. UTC Cambridge, hereafter known as UTCC, recognises the valuable contribution that the wide range of additional activities, including clubs, out of school visits, residential trips and experiences of

other environments, can make towards students' all round educational experience and their personal and social development.

- 1.2. The purpose of the policy is to ensure that there is clarity over those items which the UTC Cambridge will provide free of charge and those items where there may be a charge.
- 1.3. Throughout this policy, the term "parents" means all those having parental responsibility for a child.

## 2. Definition

- 2.1. UTCC day is defined as 8.30am – 4.30pm

## 3. Activities during the UTCC day

- 3.1. During the UTC day all activities that are a necessary part of the curriculum plus Religious Education will be provided free of charge. This includes any materials, equipment and transport to take students between the UTC and the activity.
- 3.2. Additional charges may be made for teaching an individual student or groups of up to four students to play a musical instrument.
- 3.3. Unless the teaching is an essential part of either the curriculum or a public examination syllabus being followed by the student(s), the UTC will make a charge (see below).
- 3.4. There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:
  - The examination is on the set list, but student was not prepared for it at the UTC.
  - The examination is not on the set list the UTC arranges for the student to take it.
  - A student fails without good reason to complete the requirements of any public examination where the UTC's Governing Body originally paid or agreed to pay the entry fee.
- 3.5. Contributions may be sought for activities during the UTC day which entail additional costs, e.g. theatre trip, field studies or outdoor activities.
- 3.6. In these circumstances no student will be prevented from participating because his/her parents cannot make a contribution.
- 3.7. However, if insufficient funds are not available it may be necessary to curtail or cancel activities.
- 3.8. Where specific funding has been received to support particular activities, the UTC will subsidise the charge to the extent permitted by the funding
- 3.9. From time to time a non-UTC based organisation, such as a scientific organisation, may be invited to arrange an activity during the UTC day. Such organisations may wish to charge parents who may, if they wish, ask the Principal to agree to their child being absent for that period.

## 4. Optional activities outside of the UTCC day

- 4.1. UTCC may charge for optional, extra activities provided outside of the UTC day, e.g. club or theatre visits.
- 4.2. Such activities are not part of the National Curriculum or Religious Education, nor are they part of an examination syllabus.
- 4.3. Where the UTC wishes to charge, parents will be advised in advance.
- 4.4. Where specific funding has been received to support particular activities, the UTC will subsidise the charge to the extent permitted by the funding.

## 5. Residential Activities

- 5.1. Residential activities will incur a charge for participating students equal to the cost of providing the place on the designated trip (see below)

## 6. Calculating Charges

- 6.1. When charges are made for an activity, whether during or outside of the UTCC day, they will be based on the actual costs incurred divided by the total number of students participating.
- 6.2. There will be no levy on those who can pay to support those who are unable or unwilling to pay.
- 6.3. Support for cases of hardship will come through either the Pupil Premium (if applicable), 16-19 Bursary (if applicable), UTC budget or fundraising.
- 6.4. The principles of best value will be applied when planning activities that incur costs to the UTC and/or charges to parents.
- 6.5. Parents who would qualify for support are those who are in receipt of eligible benefits.

## 7. Remission

- 7.1. In cases of hardship, the governing body will consider in its absolute discretion the remission of fees (either in full or in part) for those students who it considers will benefit from such activities.

## 8. Eligible Benefits

- Income Support.
- Income-based Jobseeker's Allowance.
- Income-related Employment and Support Allowance.
- Support under part VI of the Immigration and Asylum Act 1999.
- The Guarantee element of State Pension Credit.
- Child Tax Credit (provided they are not entitled to Working Tax Credit and have an annual income, as assessed by HM Revenue & Customs, that does not exceed £16,190).
- Working Tax Credit 'run-on' – the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit
- Successful application for Pupil Premium
- Successful application to the 16 – 19 Bursary

The policy will be reviewed annually to ensure this section is kept up to date.