



Policy and Procedures

Adopted	December 2016
Review Date	December 2017
LEA Suggested Review Cycle	Annual

MORTIMER COMMUNITY COLLEGE

Reading Road, South Shields, NE33 4UG

CHARGING POLICY

Principles

We are committed to a free College education for all.

We Aim To:

- Ensure that education in College is free. We do not charge for any activity undertaken as part of the National Curriculum with the exception of individual or group music tuition.
- Ensure that activities offered wholly or mainly during normal College teaching time should be available to all students regardless of their parents' ability or willingness to help meet the cost.
- Ensure that that there is no statutory requirement to charge for any form of education but the College has the discretion to charge for optional activities provided wholly or mainly out of College hours.
- Ensure that the College has the right to invite voluntary contributions for the benefit of the College or in support of activities organised by the College, whether during or outside College hours.

Practices

With the aforementioned aims in mind, it is the Policy of this College:

- To continue to request voluntary contributions from Parents towards activities organised by the College during College hours.
- Subsidies may be available for students whose Parents are unwilling or unable to make a voluntary contribution.

- If insufficient voluntary contributions are forthcoming for an activity and insufficient subsidies are available, then that activity will be cancelled.
- A charge will be made for all non-residential activities which take place wholly or more than 50% outside College hours, where the student's participation has been agreed in advance by the Parents. The charge will include the cost of travel, entrance fees, insurance, books, equipment and any Staff (teaching or non-teaching) engaged specifically for the activity.
- Residential Trips outside College hours – a residential trip is deemed to take place outside College hours if the number of “missed” College sessions is less than half of the number of half days taken up by the trip. Charges will be made as described above.
- The College may charge for the cost of ingredients, materials and equipment where Parents have expressed the wish to have the finished product.
- The College may make charges for breakages and damage to property including window breakage and cost for graffiti removal.
- The College may charge for lost College property i.e. books.
- Music Tuition – The College will charge for individual or group tuition in playing a musical instrument which is neither part of the syllabus for an approved public examination, nor part of the National Curriculum.
- Remission of Charges – only parents who are in receipt of Universal Credit, Support under Part VI of the Immigration and Asylum Act 1999 or State Pension Credit are eligible for remission of charges. Remission of charges only applies to board and lodgings charges which are levied directly by the LEA or the school and where they relate to activities deemed to take place wholly or partly in school hours.
 - New unemployed claimants will receive Universal Credit from October 2013. Existing claimants will be moved onto Universal Credit between autumn 2013 and 2017.
 - Until Universal Credit is fully implemented the following benefits are eligible for remission of charges, Income Support, Income Based Job Seeker's Allowance, Child Tax Credit, where the parent is not entitled to Working Tax Credit and whose income (as assessed by the Inland Revenue) does not exceed the current rate or the Guarantee Element of the State Pension Credit.
- Remission will not apply to such charges when they relate to activities wholly outside College hours, except if the activity is prescribed in a syllabus for a public examination, if it is prescribed by the National Curriculum or fulfils duties relating to Religious Education.