

# **LINK19 College**



## **CHARGING AND REMISSIONS POLICY**

**Date: Winter 2025**

**Review Date: Winter 2026**

## **LINK19 College** **Charging and Remissions Policy**

### **Purpose**

The purpose of the policy is to ensure that, during the college day, all learners have full and free access to a broad and balanced curriculum.

The LINK19 College day is defined as: 8.45am up to 3.30pm

### **What was consulted?**

Department for Education. Charging for school activities Departmental advice for governing bodies, school leaders, school staff and local authorities. May 2018.

### **Relationship to other college policies**

The policy complements the college's equality and diversity policy, offsite visits policy and finance policy.

### **Roles and responsibilities of Head of LINK19 College, other Staff, directors.**

The LINK19 College Lead will ensure that the following applies:

#### ***During the college day***

All activities that are a necessary part of the LINK19 College curriculum will be provided free of charge. This includes any materials, equipment and transport to take learners between the college and work placements. It excludes charges made for teaching individual learners or groups of up to four learners to play a musical instrument.

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 the learner was not prepared for it at this college
- The examination is not on the set list but we arrange for the learners to take it
- A learner fails without good reason to complete the requirements of any examination where the LINK19 College board or the Local Authority (LA) originally paid or agreed to pay the entry fee.

### **Voluntary Contributions**

Voluntary contributions may be sought for activities during the college day, which entail additional costs, [e.g. ingredients for food technology or materials for Arts and Craft lessons where the learner/parents/carers will own the finished article.

In these circumstances no learner will be prevented from participating because he/she cannot or will not make a contribution. Learners who do not make a contribution will not be treated any differently. If a particular activity cannot take place without some

help from learners/parents/carers, this will be explained at the planning stage. An activity may be cancelled if not enough voluntary contributions are collected.

From time to time we may invite a non-college based organisation such as visiting theatre companies to arrange an activity during the college day. Such organisations may often charge and consequently the college may wish to request voluntary contributions towards this cost from the learners/parents/carers, who may, if they wish, ask the LINK19 College Lead to agree to their young person being absent for that period.

### ***Optional activities outside of the college day***

We will charge for optional, extra activities provided outside of the college day, e.g. theatre visits. Such activities are not part of the LINK19 College curriculum, nor are they part of an examination syllabus. Support for cases of hardship may come through voluntary contributions, fundraising or bursary.

### ***Education partly during the college day***

If a non-residential activity happens partly inside the college day and partly outside of it, there will be no charge if most of the time to be spent on the activity falls within the college day.

Conversely, if the bigger proportion of time spent falls outside of the normal college day, charges will be made. When such activities are arranged learners/parents/carers will be told how the charges were calculated.

### ***Residentials***

Charges will be made for board and lodging, except for learners who qualify for hardship support.

Other charges will be made to cover costs when the number of college sessions missed by the learners total half or less of the number of half-days taken up by the activity. In such cases learners/parents/carers will be told how the charges were calculated.

### ***LINK19 College vehicles***

Only the college's learners, staff or parents may travel at a charge in the college vehicles. Charges can only be levied if the college has a permit issued by the LA under section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit for the college.

### ***Calculating charges***

When charges are made for any activity, whether during or outside of the college day, they will be based on the actual costs incurred, divided by the total number of learners participating. There will be no levy on those who can pay to support those who can't. Support for cases of hardship will come through voluntary contributions and fundraising.

The principles of best value will be applied when planning activities that incur costs to the college and/or charges to learners/parents/carers.

### **Arrangements for monitoring and evaluation**

The LINK19 College Lead and LINK19 College Assistant Lead will continually monitor the activities and costs; and LINK19 College board will monitor the impact of this policy by receiving biennially, a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.

### **Single Equalities Scheme Impact Assessment**

This policy has been developed to ensure that there is no negative or adverse impact on any individual or group in terms of age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation. All opportunities for potential positive impact on individuals, groups and the community are embedded within the ethos, vision and values of the college.

***LINK19 College is committed to achieving Best Value in all decisions made. We use the principles of Best Value as they apply to securing continuous improvement in this college.***

Reviewed Date: Winter 2025

Review Date: Winter 2026

Signed by Chair of LINK19 College Board of Directors:.....

Signed by the LINK19 College Lead:.....