

## Charging & Remissions Policy

### Policy Control Page

<b>Responsible Person</b>	Director of Finance and Resources
<b>Approved By</b>	Board of Trustees
<b>Date of Last Approval</b>	February 2024
<b>Next Review Date</b>	February 2025
<b>Policy Applicable to</b>	Whole Charity
<b>Status</b>	Approved at SLT 4 December 2023 Approved at FRC 25 January 2024 Approval at BoT 8 February 2024

<b>Date</b>	<b>Version</b>	<b>Person</b>	<b>Change / Action</b>
April 2021	V1	Director of F&R	Reviewed and Updated
Sept 2022	V2	Director of F&R	Update to template and format
December 2023	V3	Director of F&R	Policy renamed as Charging and Remissions Policy. Re-write of policy to expand scope of charging policy. Clarifying circumstances when charging is appropriate and using latest guidance from DfE.

## **Introduction**

This policy sets out the approach which the Academy will take in setting fees and charges for the services it provides. It is based on the latest guidance from the DfE [charging for school activities](#).

In this policy a charge is a fee payable for specifically defined activities and a remission is the cancellation of a charge which would normally be payable.

This policy complies with our funding agreement and articles of association.

Please note that all students at the Deaf Academy are provided with a school meal at no charge to parents or carers.

## **Aims**

The Deaf Academy 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 and will not be made
- Offer a range of activities and visits whilst minimising the financial barriers that may prevent some students from taking full advantage of these opportunities

## **Charges for Local Authorities:**

The Academy will set fees and charges on an annual basis, in line with its financial year. Fees and charges will be approved by the Board of Trustees as part of the budget approval process. Fees and charges will be set at a level which allows for the full recovery of costs associated with the provision of the service. The Academy may, at its discretion, set fees and charges at a level in excess of full cost recovery. Where any surplus is generated this will be applied in furtherance of the Charity's purposes, which may include reinvestment or accumulation of reserves. The Academy may also, at its discretion, set fees and charges below cost for organisations and individuals which it considers support or complement the Charity's purposes. This may include employees, students and their parents and carers.

## **Charges for parents and carers:**

### **Where charges are not ordinarily made:**

#### **Education**

- Admission applications
- Education during school hours (including the supply of any materials, books, instruments or other equipment)
- Education outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education

- Entry for a prescribed public examination if the student has been prepared for it at the school and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school. There may be exceptions – see optional extras.

### Transport

- Transporting registered students to or from the school premises, where the local education authority has a statutory obligation to provide transport;
- Transporting registered students to other premises where the governing body or local authority has arranged for students to be educated;
- Transport that enables a student to meet an examination requirement when they have been prepared for that examination at the school.

### Residential visits

- Education provided on any visit that takes place during school hours;
- Education provided on any visit that takes place outside school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- Supply teachers to cover for those teachers who are absent from school accompanying students on a residential visit.

### **Where we may charge parents/carers:**

#### Education

- Any materials, books, instruments, or equipment, where the student's parent wishes the student to own them;
- Education placements not funded by the Local Authority
- Community Facilities
- Optional Extras (see below)

#### Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. Optional extras are:

- Education provided outside of school time that is not:
  - part of the national curriculum;
  - part of a syllabus for a prescribed public examination that the student is being prepared for at the school; or
  - part of religious education.

- Examination entry fee(s) if the registered student has not been prepared for the examination(s) at the school;
- Examination entry fees(s) if the registered student is being prepared for an examination at the school, if the examination is optional and at the request of the parent/carer.
- Transport (other than transport that is required to take the student to school or to other premises where the local authority/governing body have arranged for the student to be provided with education);
- Board and lodging for a student on a residential visit;
- Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

### Residential Care

- Evening and weekend recreational activities and visits
- Respite care which is charged directly to the parent/carer

In 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, this includes supply teachers engaged specifically to provide the optional extra; and

Any charge made in respect of individual students must not exceed the actual cost of providing the optional extra activity, divided equally by the number of students participating.

Any charge will not include any element of subsidy for any other students wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

In cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those students who do not wish to participate.

Participation in any optional extra activity will be based on parents/carers willingness to meet the charges. Parental agreement is therefore necessary for the provision of an optional extra where charges will be made.

## Voluntary Contributions

We are able to ask for voluntary contributions from parents/carers to fund activities and visits which would not otherwise be possible. Some activities for which we may ask for contributions include, for example but not limited to, activities during Activities Week.

We may also ask for voluntary contributions for personal care items, as they are not educational materials. However, these items will not be withheld if parents do not make a contribution.

Contributions are not compulsory and there is no obligation to make any contribution; students will not be excluded from an activity if the parents/carers are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the visit or activity, and the school cannot fund it from another source, then it will be cancelled.

## Remission of Charges

Where the parent/carer of a student is in receipt of qualifying state benefits, which can be found [here](#), they may be eligible to apply for a discretionary or vulnerable bursary for financial assistance (students aged 16-19). An application form can be requested from [reception@thedeafacademy.ac.uk](mailto:reception@thedeafacademy.ac.uk).

Other cases of hardship may be considered by application to the Principal/Assistant Principals as the Academy has a small annual hardship fund which can be used for financial support for parents/carers who are in receipt of the qualifying state benefits. Any request for hardship assistance should be made to the Assistant Principal for School/College by emailing [reception@thedeafacademy.ac.uk](mailto:reception@thedeafacademy.ac.uk).

The Academy may consider other sources of funding for example pupil premium or external Trust funding to be able to remit the charge for parents/carers for the cost of board and lodging for any residential activity taking place within school tuition time. The parent/carer will need to provide evidence that they are in receipt of the qualifying state benefits.

Please note that the remission of charges will be at the discretion of the Principal and/or the Director of Finance & Resources and their decision will be final.

See also: Pupil Premium Policy

## **Policy Review**

This policy will be reviewed on an annual basis by the Board of Trustees, following a recommendation from Finance & Resources Committee.