



Charging and Remissions Policy

Overview

This policy is a statutory policy based on advice from the Department for Education (DfE) on [charging for school activities](#) and [the Education Act 1996](#), sections 449 to 462 of which set out the law on charging for school activities in England. It's also based on guidance from the DfE on [statutory policies for schools and academy trusts](#).

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

Date of last review:	March 2023	Date of next review:	
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Policy review dates and changes

Review date	By whom	Summary of changes made	Date implemented

Signed	Janet Hall	Designation	Chair of Governors
Name	Janet Hall	Date	March 2023

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1. Introduction

This policy is based on the latest guidance from the DfE about what a school can or can't charge for and when a charge may be refunded in whole or in part. Please note, all children and young people at Royal School for the Deaf Derby are provided with a school meal at no charge to parents or carers. In addition all Post 16 young people are given a weekly allowance to buy lunch if they choose not to eat on campus or are at a local provider over lunch time.

2. Aims

The aims of this policy are 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 pupils from taking full advantage of these opportunities

3. Responsibilities

- **The Governing Body** are responsible for the content of this policy and the Headteacher for its implementation. The level of any charges are determined by the Governors' Finance Committee. Disputes relating to parental contributions will be resolved by the Headteacher in consultation with the Chair of Governors
- **Staff** are responsible for implementing the charging and remissions policy consistently and notifying the headteacher of any specific circumstances which they are unsure about or where they are not certain if the policy applies
- **Parents** are expected to notify staff or the headteacher of any concerns or queries regarding the charging and remissions policy.

4. Where charges cannot be made

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

Education

- Admission applications
- Education provided during school hours (including the supply of any materials, books, instruments or other equipment)
- Education provided outside school hours if it is part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
- Religious education
- Instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent
- Entry for a prescribed public examination if the pupil has been prepared for it at the school
- Examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school

Transport

- Transporting registered pupils to or from the school premises, where the local authority has a statutory obligation to provide transport
- Transporting registered pupils to other premises where the governing board or local authority has arranged for pupils to be educated
- Transport that enables a pupil to meet an examination requirement when he or she has been prepared for that examination at the school
- Transport provided in connection with an educational visit

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
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Supply teachers, covering for teachers who are absent from school, accompanying pupils on a residential visit

5. Where we may charge

Education

- Any materials, books, instruments or equipment, where the child's parent wishes him or her to own them
- Optional extras (see below)
- Certain early years provision
- Community facilities

Optional extras

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

- Education provided outside of school time that is not part of:
 - The National Curriculum
 - A syllabus for a prescribed public examination that the pupil is being prepared for at the school
 - Religious education
- Examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school
- Transport (other than transport that is required to take the pupil to school or to other premises where the local authority or governing board has arranged for the pupil to be provided with education)
- Board and lodging for a pupil on a residential visit
- Extended day services offered to pupils (such as breakfast clubs, after-school clubs, tea and supervised homework sessions)

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 pupils will not be greater than the actual cost of providing the optional extra activity, divided equally by the number of pupils participating.

Any charge will not include an element of subsidy for any other pupils who wish to take part in the activity but 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 pupils who do not wish to participate.

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

6. Voluntary contributions

There are limited exceptions items we may charge for. The school is able to ask for voluntary contributions from parents to fund activities which would not otherwise be possible. Some activities for which the school may ask parents for voluntary contributions include for example, trips abroad.

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

7. Remission of charges

Where the parent/carer of a pupil/student is in receipt of qualifying state benefits the school may remit the cost of board and lodging for any residential activity taking place within school tuition time whether or not it forms part of the syllabus for a public examination. Qualifying state benefits are in line with [DfE guidance](#)

Other cases of specific hardship may be considered on their merit by application to the Headteacher, whose decision will be final. Some pupils may be eligible for discretionary and vulnerable children's bursaries. In addition the School holds a small designated fund called the Children's' Fund to provide small amounts of financial help and support subject to the terms of reference of the fund.

9. See also

Pupil Premium and School Uniform policies