



## Title: Charging and Remissions Policy

### Issue Status: -

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Trustees' Representative

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### **1 Introduction**

The Thomas Deacon Academy recognises the valuable contribution that a wide range of activities, including clubs, trips, and residential experiences, can make towards students' personal and social education.

The Thomas Deacon Academy aims to promote and provide activities both as part of a broad and balanced curriculum for the students of the Academy and as additional optional activities.

While wishing to promote and provide as broad a range of such activities as possible for the benefit of all students, the Thomas Deacon Academy reserves the right to make a charge for certain activities organised by the Academy from time to time.

### **2 Charging**

#### **2.1. Optional extras**

The Academy endeavours to provide a range of activities which are held outside the compulsory curriculum. Parents/carers will be notified in advance of any such activities and their estimated cost. Parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Any charge will depend upon the type of activity, its cost and the number of participants. This charge will not exceed the total cost of providing the activity. Charges may include an appropriate element of: the students' travel cost; the students' board and lodging cost; materials, books, instruments, and other equipment; extra staff costs; entrance fees to museums, castles, theatres etc; insurance costs; the expenses only of participating teachers engaged on a separate contract to provide an 'optional extra'.

Where such an activity is provided to fulfil any requirements specified by a public examination syllabus, or to fulfil statutory duties relating to the National Curriculum or to Religious Education, then it is not regarded as an 'optional extra' and only board and lodging charges may be made.

#### **2.2. Charging for residential activities**

If the activity is during Academy hours, charges will be made for the board and lodging element of such activities. Parents/carers will be notified in advance of any such activities and their estimated cost, and parent/carer consent will be obtained for a child's participation in any such activity for which a charge is made. Charges will be calculated by reference to the actual cost of providing travel, activities, board and lodging for each student; no other cost will be covered by the charge.

#### **2.3. Materials, Equipment and Ingredients**

The Thomas Deacon Academy reserves the right to ask for a contribution towards the cost of materials, equipment and ingredients relating to activities taking place in Academy hours, for example during design and food technology lessons for students.

It is the responsibility of parents/carers to cover the cost of purchase or hire of instruments, materials, equipment or clothing for activities which take place outside Academy hours and which

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are purely voluntary and optional. (It remains the parent/carer's responsibility to supply Academy uniform including PE Kit).

### **2.4. Examination Fees**

No charge will be made for the first attempt at a prescribed public examination for which the student has been prepared by the Academy. If a student fails without reasonable cause to complete the examination requirements of any public examination for which the Academy has paid the entry fee, the fee involved will be recovered from the student's parents/carers. Where this is the case, in exceptional circumstances, such as the illness of the student, the fee payable by parents/carers may be remitted by the Thomas Deacon Academy.

Where a student wishes to enter a public examination for a subject/course not delivered by the Academy, the Thomas Deacon Academy may make a charge for the cost of entering the student for the examination if previously agreed by the parent/carer.

Colleges/Departments recommend which of those candidates who did not reach their potential grade should be re-entered for exams at the Academy's expense (Exams Office).

Parents/carers can request to pay for a re-sit if the Academy has not already recommended for this to take place.

### **2.5. Music Tuition**

There is a charge for individual tuition in the playing of a musical instrument whether in or out of Academy hours, unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

### **2.6. Community Users**

The Academy may arrange to let its premises and facilities to members of the local community, other organisations with the Local Authority, businesses, charities and sports clubs.

### **2.7. General**

The cost of repairing damage and replacing Academy property or equipment (lost, defaced or damaged) remains the responsibility of the parent/carer when this damage or loss is the result of their child's behaviour or negligence. Parents/carers are reminded that students should not bring valuables into the Academy and understand that the Academy takes no responsibility for any items lost.

The Thomas Deacon Academy may from time to time amend the categories of activity for which a charge may be made.

Nothing in this policy statement precludes the Thomas Deacon Academy from inviting parents/carers to make a voluntary contribution towards the cost of providing education for students.

### 3. Remissions

Parents/carers may apply to the Thomas Deacon Academy for remission of charges in whole or part towards the charges for activities or for financial support towards the purchase of uniform items. This is available on a case by case basis. The Thomas Deacon Academy may from time to time decide to remit all or part of the cost of activities involving particular students. This will be at the Boards' discretion. In other circumstances, there may be cases of family hardship which make it difficult for students to take part in particular activities for which a charge is made. When arranging a chargeable activity, the Thomas Deacon Academy will invite parents/carers to apply in confidence for the remission of charges in part or in full. To qualify for help, parents/carers must complete the Application for Remission form and forward it to the Director of Business Resources and, if requested, provide proof of their income or benefit.

Authorisation of remission will be made by the Principal and/or Director of Business Resources on behalf of the Board. All parents/carers, however, will have the right of appeal to the Thomas Deacon Academy, normally represented by the Chairman or Vice-Chairman of the Board.

At the discretion of the Principal and/or Director of Business Resources parents/carers in receipt of one of the following may be given full or part remission of charges:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Child Tax Credit, as long as they do not receive Working Tax Credit **and** their taxable income is less than £15,860\* (from 6 April 2012) as shown on their Tax Credit Award Summary . \*See [HM Revenue & Customs: Tax credits, Child Benefit and Guardian's Allowance](#)
- The Guarantee Element of the State Pension Credit
- Support under part VI of the Immigration and Asylum Act 1999
- Working Tax Credit during the four-week period immediately after employment finishes or after the parent/carer starts to work less than 16 hours per week
- Incapacity Benefit
- Widowed Parent's Allowance
- Other exceptional circumstances not falling within the criteria listed above.

In the case of uniform support, the student must at least:

- Have more than one term remaining at the Thomas Deacon Academy OR
- Be starting at the Academy the following term.

## Thomas Deacon Academy

### Application for Remission from Charges/Academy Uniform Support

Date:	Name of Student:
Name of Parent/Carer:	Signature of Parent/Carer:  Date:
Activity/ Funding required for:	Total Cost:
Reason for application/circumstances <i>(Please give details of benefits currently received)</i>	
<b>To be completed by the Academy</b>	
<b>Granted / Not granted</b>	
Amount and breakdown of subsidy granted:	Approved by:
Time given to pay:	Date:
Can this be funded from Activities For All grant?	Other funding/Budget area?
<b>Distribution List: (if applicable)</b>	

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Finance Office:	Home College:
Trips Leader:	Other: