

# Richmond Hill Primary Academy



## CHARGING AND REMISSIONS POLICY

2015-16

The Board recognises the valuable contribution that additional activities including trips, clubs and visits can make towards pupils' education. This approach covers the variety and majority of extra curricular and/or off site activity.

The Board of Directors aims to promote and provide such activities both as part of a broad and balanced curriculum for pupils and as additional optional activities.

### **Voluntary Contributions**

The Directors Board may ask parents for a voluntary contribution towards the cost of educational visits and activities.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute may not be discriminated against. Neither will the activity be subsidised by other parents/guardians. Where there are not enough voluntary contributions or additional funding available to make the activity financially viable, then it will be cancelled.

In line with the principle of free access for all, remission must be requested via the Business Manager or the designated member of the Senior Leadership Team prior to any commitment being agreed. Any/all such arrangement(s) must be in line with agreed operational protocol reviewed annually by the Board of Directors responsible for Trips and Visits.

### **Charging for Educational Activities (Broad Guidelines)**

#### **Activities Out of School Time**

When visits are required as part of the syllabus for a prescribed public examination, or required in relation to the National Curriculum or religious examination, then only the board and lodging element may be passed on to parents and the remainder is subject to the guidance set out above.

### Instrumental/ Singing Music Lessons

A charge will be made for instrumental tuition for individuals or small groups (maximum four people) if and when tuition is available.

### Charging in Kind

The cost of materials and ingredients where parents have indicated in advance that they wish to own the finished product made in lessons.

### Losses, Breakages and Cost of Vandalism

The Board will expect parent/guardian to make good by replacement or paying the full cost, text books, reading books and planners which have been lost or damaged by pupils, breakages that are the result of pupil negligence or indiscipline, and the cost of reinstating any property that has been damaged as a result of pupil lack of care, misuse, or direct vandalism.

### Other Activities/Trips Regarded as "Optional" Extras

These will be charged in full.

### Freedom of Information Act Requests for Information

The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Academy for routinely published material will be justified and transparent and kept to a minimum.

In most cases, information can be downloaded from the Academy website free of charge.

In the case of information not obtainable through the Academy website, the Academy reserves the right to charge for actual disbursements incurred such as:

- photocopying - at 10p per sheet of A4 paper
- postage and packaging - at the actual cost to the Academy
- any other costs directly incurred as a result of the information request - at the actual cost to the Academy

We reserve the right to refuse to supply information where the cost of doing so exceeds the statutory maximum, currently £450 (FOI 2000, A guide for Academies and Academy Trusts, paragraph 5 page 3).

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.