



Balby Central Primary Academy

Charging & Remissions Policy

2017-2018

The Rose Learning Trust



TRANSFORMING FUTURES COLLABORATIVELY

The Governing Body 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 Governing Body 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 Governing Body 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 Finance & Administration 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 Governing Body 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.

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 Governing Body 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 because of pupil lack of care, misuse, or direct vandalism.

Other Activities/Trips Regarded as "Optional" Extras

We are able to charge for activities known as 'optional extras'. In these cases, the academy 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/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)

The cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an 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.

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 Balby Central Primary 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 because 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.