

# The Rydal Academy

## Charging and Remissions Policy

**Accepted by:** The Rydal Academy LGB April 2016

**Approving Body :** Local Governing Body

**Committee :** LGB

**Review Cycle:** 1 years

**Last reviewed:** July 2023

**Date for next review:** July 2024

### Introduction

The education provided at The Rydal Academy during school hours will be free but, on some occasions, a voluntary contribution towards the cost of an activity may be requested by the School. Parents are free to decide whether or not to contribute. This policy sets out the principles which the school will operate charges and remissions.

### Objectives

The objectives of this policy are to: -

- a) Make clear what will be provided without charge and what will be offered with a charge being made.
- b) To clarify what is meant by any voluntary contribution.

### Charges

- a) No charge will be made for admitting pupils to school. All education during school hours is free. There will be no charge for an activity undertaken as part of the National Curriculum.
- b) No charge will be made for books, materials or equipment deemed necessary to meet the requirements of the curriculum.
- c) Transport or admission costs for swimming lessons during school hours will be met by the school.
- d) The school may request voluntary contributions towards the cost of some activities planned during school hours, usually an educational visit. The Rydal Academy recognises the benefits of educational visits and will endeavour to cover the cost of all educational visits. The cost of educational visits will be covered by the variety of sources including the school fund, the school's revenue budget, pupil premium and external grants. Only on an exceptional basis will parents be asked to contribute towards an educational visit. This is a unique position for the school and one which is rarely found in primary schools.
- e) If parents are asked to make a voluntary contribution towards the cost of an activity which takes place during school hours, or to school equipment or to the school fund the contribution will be genuinely voluntary. Pupils or parents who are unable or unwilling to contribute will not be discriminated against.
- f) When there are insufficient voluntary contributions to make an activity possible, and when there is no way to make up the shortfall, it will be cancelled.

- g) Where music tuition or singing tuition is not an essential part of the national curriculum a charge may be made.
- h) Should after school sporting clubs take place, a charge may be made to cover the cost of the coach. Again, the school will endeavour to cover the cost of sporting clubs from the school's own resources. Only in exceptional cases will a voluntary contribution be requested.
- i) A charge of £10 will be applied when responding to a Subject Access Request.
- j) A maximum charge of £450 will be applied for responding to a Freedom of Information request. Under Regulation 4 of the Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, the "appropriate limit" is set at £450. This is calculated on a standard rate of £25 per hour. Based on the standard hourly rate of £25, the maximum amount of staff time spent finding, retrieving, collating and editing before exceeding the £450 cost limit is 18 hours.
- k) 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.
- l) A charge will be made for any wilful damage to School property, equipment or furniture.
- m) The Rydal Academy has a preferred school uniform supplier who provides quality uniforms at affordable prices. The price of uniform is paid directly to the supplier.
- n) Parents/carers whose child takes a school lunch must pay the relevant cost of the school meal. This is currently £2.00 per day. Pupils may be eligible for benefit related Free Schools Meals please contact the school office for details.

### **Remissions**

- o) No remissions will be applied to the cost of responding to Subject Access Requests, Freedom of Information requests or recovery of charges relating to wilful damage.