



POLICY FOR CHARGING (SCHOOL JOURNEYS & TRIPS)

All visits, journeys and trips must be conducted in accordance with the requirements of the Local Authority's regulations and guidelines "Management and Leadership of Offsite Work".

Rationale

The law regarding what may, and may not, be charged in respect of activities provided by the school within and outside the school day has always been difficult to interpret and apply fairly to all pupils. The government has set out the law on charges for school activities in Sections 449-462 and of the Education Act 1996. DFES Circular 2/89 explains and provides guidance on those sections. The Local Authority set down its charging policy in April 1989. In accordance with the requirement of the 1996 Act, Governors are required to state their policy with regard to charges and their policy in respect of any circumstances in which their purpose to remit (in whole, or in part) any charge which would otherwise be payable to them in accordance with their charging and remissions policy that apply in the school.

Aims

The aims of the charging policy are to:

- Maintain the right to free school education
- Enable all pupils to take full advantage of the activities provided by the school

Objectives

The objectives of the charging policy are:

- To ensure that activities offered in school time should be available to all pupils regardless of their parent/carer's ability or willingness to help meet the cost
- To identify those activities for which charges may be levied
- To determine which charges will be remitted for parents experiencing hardship
- To invite voluntary contributions for the benefit of the school in support of any activity organised by the school either during or outside school hours
- To ensure that the responsibilities for the operation of this charging policy are clearly and appropriately allocated

Policy Statement for activities during school hours

It is the policy of the governing body:

- To levy a charge for ingredients or materials in practical subjects if the parents indicate that they wish to keep the finished product
- To levy a charge for the board, lodging and transport elements of a residential activity or day trip. Governors may remit such charges to parents in financial difficulty where the learning opportunity provided on the trip is education in respect of which no charge may be made

For activities outside school hours

- To levy a charge for all activities provided outside school with the following exception
- No charge will be made if the activity is an essential part of the basic curriculum

For all activities

There may be occasions when parents are asked for a voluntary contribution in order for a planned educational experience to take place. In these circumstances the school may request a voluntary contribution and, with sufficient financial support, the event may go ahead.

Remission

It is the policy of the governing body:

- To delegate to the Headteacher the determination of any individual case arising from the implementation of the policy

Resources

The governing body will agree an amount within the budget to support this policy.

Responsibilities

Authority for the day-to-day management of the budget will be devolved to the Headteacher who will determine the proportion of costs of an activity which should be charged to school funds.

Staff organising activities must do so within the provisions of this policy. Plans, at the draft stage, should be submitted to the Leadership Team for consideration and approval.

Monitoring & evaluation

The Headteacher has the responsibility for monitoring and evaluating the implementation of the policy.

The governing body will be provided with a financial report as part of the normal budget reporting cycle. Every three years the implementation of the policy will be evaluated and the views sought of parents, pupils, teachers and governors.

Outside school hours

Charges may be made for 'optional extras' defined as falling wholly or mainly outside of school hours provided that the activities are not:

- To fulfil any requirements specified in the syllabus for a prescribed public examination
- Specifically to fulfil statutory duties relating to the National Curriculum
- Specifically to fulfil statutory duties relating to religious education.

Participation in the optional extra activity is on the basis of parental choice and a willingness to meet the charges.

The charges may include an element for:

- a pupil's travel costs
- a pupil's board and lodging costs
- materials, books, instruments and other equipment
- support staff costs
- entrance fees

- insurance costs
- the engagement of teaching staff specifically for providing the activity and supplying such staff with travel, board and lodging.

Charges for individual pupils may not:

- exceed the actual cost of providing the optional extra activity divided by the number of pupils participating
- include an element of subsidy for pupils whose parents wish them to participate but are unwilling or unable to pay

The Governing Body would encourage parents to proactively approach the school to discuss any concerns regarding financial contribution with the Headteacher as required.

Voluntary contributions

The school may seek from parents voluntary contributions for the benefit of the pupils for any activities to include the costs of accompanying staff, but:

- Such contributions are genuinely voluntary and there is no obligation on a parent to make any contribution
- Pupils will not be treated differently according to whether or not parents have made a contribution
- Parents will be informed of the level of contribution and whether the activity could take place if parents were reluctant to support it

There is no limit on the level of voluntary contributions sought.

The statutory minimum remissions policy must provide for complete remission of board and lodging charges to pupils whose parents receive income support or family credit.

The remissions policy must be kept under review by the governing body or Local Authority by whom it was determined.

Compiled by:	Headteacher	Date: November 2017
Approved by:	Resources Committee	Date: November 2017
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Signed: M.Hillcock (Chair of Resources Committee)

Date: 28.11.17