



## **Policy on Charging for School Activities**

**Policy Devised:** Jun. 06  
**Adopted on:** 30<sup>th</sup> June 2014  
**Review date:** June 2017

This policy is drawn up in accordance with the requirements of section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002.

There are four principles underlying the provisions on charging:

1. That education in schools should be free.
2. That activities offered wholly or mainly during normal school teaching time should be available to all pupils regardless of their parents' ability or willingness to help meet the cost.
3. That there is no statutory requirement to charge for any form of education, but that the Academy has the discretion to charge for optional activities provided wholly or mainly out of school hours.
4. That the Academy has the right to invite voluntary contributions for the benefit of the school, or in support of any activity organized by the school, whether during or outside school hours.

### **1. The Academy Policy and Action required by Governors.**

The Academy recognises that there are a number of activities which will only take place if parental contributions are available but it stresses that no child should be excluded from any activity organized by the school because of the liability or unwillingness of their parents to pay such a contribution.

### **2. Optional visits wholly or mainly outside school hours.**

It is the intention of the Academy to charge the full cost of visits which take place wholly or mainly outside school hours, but which are not provided as part of the syllabus for a prescribed public examination and not required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges, meals and, if desired, a sum of money to enable some pupils to go on the visit without payment, or to cover teachers' travel costs, where a separate contract is issued.

### **3. Visits wholly or mainly during school hours.**

It is the intention of the Academy to invite voluntary contributions toward the cost of visits which take place wholly or mainly during school hours and which may, or may not, be provided as part of the syllabus for a prescribed public examination and may, or may not, be required in order to fulfil statutory duties relating to the National Curriculum or to religious education. The cost could include travel, insurance, admission charges and, if desired, a sum of money to enable some pupils to go on the visit without payment or to cover teachers' travel costs.

### **4. Board and lodging charges on residential visits.**

It is the intention of the Academy to charge the full cost of board and lodging on visits taking place wholly or mainly during school hours, or if out of school hours, provided as part of the syllabus for a prescribed public examination or required in order to fulfil statutory duties relating to the National Curriculum or to religious education.

Where the parents are in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance, the board and lodging charges must be remitted, and this cost will have to be met from

within the school's funds i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities).

The costs of transport, insurance, admission charges, etc. incurred during residential trips may not, however, be charged, although voluntary contributions may, of course, be requested and could become a necessary prerequisite for the visit taking place.

The effect of the restriction on charging and of the fact that a child may not be prevented from going on a visit during school hours if the parents are unwilling or unable to make a voluntary contribution to expenses other than for board and lodging may lead to certain visits becoming unviable unless the governors set aside monies to cover the deficit. Governors will set aside money to pay for the deficit.

#### **5. Individual tuition in the playing of a musical instrument.**

It is not the intention of the Academy to charge for such tuition where it is provided by Academy employed staff, whether in or out of school hours. However where tuition or ensemble activities are provided by external agencies and peripatetic teachers a charge may be made to pupils concerned.

#### **6. Re-sits of prescribed public examinations where no further preparation has been provided by the school.**

It is the intention of the Academy to charge the full cost of the re-sit.

#### **7. Entry to examinations which are not prescribed in regulations issued by the Secretary of State.**

It is the intention of the Academy to charge the full cost of the entry.

#### **8. Charges for ingredients, materials and equipment.**

Schools must be prepared to provide any ingredients, materials, equipment needed for the delivery of the curriculum. Parents who are willing to contribute in cash, or in kind, can be encouraged to do so on a voluntary basis. The school may charge for, or invite parents to supply, ingredients, materials and equipment if parents have indicated in advance a wish to own the finished product.

#### **9. Charges for breakages and fines.**

The Academy will ask parents to pay for damage to equipment or property caused by their child. Refer to iPad Policy.

#### **10. Recovery of unpaid charges.**

Sums payable by parents for wasted examination fees, for optional extras to which they had agreed, or for board and lodging, are recoverable as civil debts.

#### **The Governors' Policy.**

The LA policy on remissions for board and lodging charges in the case of parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance reflects the statutory minimum. Governors may adopt this policy, and any other LA policy on charging as set out above, or they may be more generous.

#### **Communications with parents**

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[3 model letters](#) are recommended for use when advising parents about school visits. The wording will naturally change if governors adopt a policy of meeting the cost of visits for pupils whose parents are unable or unwilling to make a voluntary payment and which could not otherwise proceed (i.e., for educational activities the subsidy may come from the delegated budget; for social activities the subsidy may come from private funds (these can also be used for education activities)).

The cost of providing for pupils who choose not to go on a visit which takes place partly in school time must be met by the school or be included in the voluntary payment by parents of children participating in the visit and may be included as part of a charge for board and lodging.

If the School make the decision that a child should be removed from the trip for very bad behaviour in school (prior to the trip taking place), then the school will be financially liable for the payment of the child's place on the trip.

### **Summary of main points.**

1. Optional trips wholly or mainly (as defined in the Circular) outside school hours will be charged at full cost.
2. Trips wholly or mainly (as defined in the Circular) during school hours may be funded by voluntary contributions. NO child may be excluded from such a trip because the parents are unable or unwilling to pay a voluntary contribution.
3. Board and lodging costs on residential trips will be charged except to those parents in receipt of income support, jobseeker's allowance (income based), child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension Credit or disability working allowance.
4. Individual tuition in the playing of a musical instrument by a teacher employed by the Academy in or out of school hours will not be charged for. However where tuition or ensemble activities are provided by external

agencies and peripatetic teachers a charge may be made to pupils concerned.

5. Re-sits of prescribed examinations where no further preparation has been provided by the school will be charged for.

6. Entry to examinations which are not prescribed in regulations issued by the Secretary of State will be charged for.

7. Schools may invite voluntary contributions towards the cost of ingredients, materials and equipment where parents have expressed the wish in advance to have the finished product.

8. Schools may make charges for breakages and damage to property.

9. Governors may make provision through voluntary contributions for costs incurred by the children or parents who are unable or unwilling to make a voluntary contribution.

### **Definitions.**

The most important definition concerns whether an activity takes places within, or out of, school hours.

If the number of school sessions missed by the pupils is less than 50% of the number of half days taken up by the activity, the activity is deemed to take place outside school hours. If the number of school sessions is 50% or more of the number of half days, the activity is deemed to take place during school hours. Numbers of half days, or of school sessions, are to be rounded up as follows:

Where 6 or more hours in a half day is spent on a residential visit the whole of that half day counts as having been spent on the visit; where half or more of a school session is devoted to a residential visit the entire session counts as having been spent on the visit.

**CHARGING POLICY - MODEL LETTER FOR RESIDENTIAL TRIPS  
MAINLY IN SCHOOL TIME. Please use the wording below as a basis  
for your letter to parents.**

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**Proposed Visit to.....**

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board and lodgings/admission charges.

Section 457 of the Education Act, 1996 as amended by section 200 of the Education Act 2002 permits the school to make a charge only for the board and lodgings costs for this visit unless you receive one of these benefits: income support, jobseeker’s allowance (income based), universal credit in prescribed circumstances, child tax credit (but only when the recipient does not also receive working tax credit and has an annual income of less than £16,190), support under part VI of the Immigration and Asylum Act 1999, guarantee element of State Pension. Should you receive one of these, you may not have to pay the board and lodgings charge and this can be checked after you complete and return the attached tear-off slip.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover these costs. Should all the other parents of pupils wishing to go on the visit be willing to cover the costs involved, including voluntary contributions where appropriate, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in installments or one final amount by \_\_\_\_\_ at the absolute latest. For financial reasons, we must ask if pupils are able to pay the full amount by \_\_\_\_\_, as upon payment of the deposit we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

I would be grateful if you could complete the tear-off slip and return it to the school as soon as possible.

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Please return to (teacher/principal) by (insert date).

Name of Pupil..... Form.....

Proposed Visit  
to.....

I am willing/not willing\* to pay in advance the board and lodgings charge of £..... for the above visit.

I am/am not\* eligible for remission of the board and lodgings charge.

I am willing/not willing\* to make a voluntary contribution of £ to cover the travel/admission costs involved.

\*Delete as appropriate.

**CHARGING POLICY - MODEL LETTER FOR REQUESTING VOLUNTARY CONTRIBUTIONS FOR NON-RESIDENTIAL TRIPS MAINLY IN SCHOOL TIME. Please use the wording below as a basis for your letter to parents.**

**Proposed Visit to.....**

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel /admission charges.

The Education Act, 1996 allows the school to request a voluntary contribution for these costs.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a voluntary contribution to cover them. Should all the other parents of pupils wishing to go on the visit be willing to make a voluntary contribution, I will be writing to you again with a request for your contribution before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in installments or one final amount by \_\_\_\_\_ at the absolute latest. For financial reasons, we must ask if pupils are able to pay the full amount by \_\_\_\_\_, as upon payment of the deposit we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

I would be grateful if you could complete the tear-off slip below to indicate if you will make a voluntary contribution and return it to the school as soon as possible.

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Please return to (teacher/principal) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing\* to make a voluntary contribution of £ to cover the travel/admission costs involved.

\*Delete as appropriate.

**CHARGING POLICY - MODEL LETTER FOR TRIPS MAINLY OUTSIDE OF SCHOOL TIME. Please use the wording below as a basis for your letter to parents.**

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**Proposed Visit to.....**

I am writing to let you know that we are planning a school visit which your son/daughter may be involved in. The visit is to (insert destination) and will take place on/between (insert dates). The estimated cost for each child is £ (insert cost) and this includes the cost of travel/board/lodgings/admission/staffing charges.

The Education Act, 1996 allows the school to make a charge for this visit as it will take place wholly or mainly outside normal school hours and because it is outside the conditions put in place by this Act, namely:

- It is not an activity required to fulfill any public examination requirement.
- It is not an activity required to fulfill the national curriculum.
- It is not an activity required to fulfill religious education.

As the school does not have the funds to cover the costs of travel/admission charges, I must ask **all** parents to make a payment to cover the costs involved. Should all the parents of pupils wishing to go on the visit be willing to cover these costs, I will be writing to you again with a request for your payment before making firm arrangements. Without this financial support, I regret that the visit will not take place.

The balance can be paid in installments or one final amount by \_\_\_\_\_ at the absolute latest. For financial reasons, we must ask if pupils are able to pay the full amount by \_\_\_\_\_, as upon payment of the deposit we are legally contracted to pay the full amount. In signing and paying the deposit you are also legally contracted to pay the full balance. Please bear this in mind when considering your approval.

I would be grateful if you could complete the tear-off slip below to indicate your willingness to pay the costs and return it to the school as soon as possible.

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Please return to (teacher/principal) by (insert date).

Name of Pupil..... Class/Form/Tutor Group.....

Proposed Visit to.....

I am willing/not willing\* to pay in advance a payment of £..... for the above visit.

\*Delete as appropriate.