

# ***Frittenden CE Primary School***



## **School Visits Charging Policy**

**Responsible Committee:** Finance and General

**Reviewed by Governors:** September 2013

**Date due for review:** September 2014

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

### **Rationale**

In accordance with the requirement of the 1996 Education 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 and lodging and transport elements of a residential activity. Governors may remit such charges to parents in financial difficulty where the education provided on the trip is education in respect of which no charge may be made.

### **For activities outside school hours**

No charge will be made if the activity is an essential part of the basic curriculum.

### **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**

It is the policy of the governing body to delegate to the Headteacher the determination of amounts required within the Pupil Premium 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 Headteacher 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.

### **Voluntary contributions**

The school may seek voluntary contributions for the benefit of the school for any school activities from parents to include the costs of accompanying staff for any school activity 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.