



POLICY IN RESPECT OF CHARGES FOR SCHOOL ACTIVITIES

In accordance with Section 110 of the Education Reform Act 1988 it is proposed that the policy of this school should reflect that drawn up by Essex County Council to operate with effect from 1st April 1989. This policy accords with the requirements of Section 106-111 and 117-118 of the Act and with guidance contained in the DES Circular 2/89.

The Executive Committee and Trustees, in adopting this policy, accept that the funds available to the school generally allow little or no scope for the funding of school trips and excursions.

However, in order to maintain a curriculum which enables our pupils/students to benefit from rich stimuli to be found in different environments outside the school and college environment, both in the local community and further afield, the Executive Committee would want to support the organisation of educational visits during school hours, or evening visits and residential trips.

The LA's policy is to make, or permit to be made, charges for the following defined activities:

Board & Lodging

Where a school or college activity involves pupils in nights away from home, the Authority will make a charge for board and lodgings in **all** cases, whether or not the residential trip is deemed to have taken place in school hours, subject to the LEA's remission policy. However, the charge will not exceed the actual cost of board and lodging provided for each pupil involved.

Where a trip is deemed to have taken place outside school hours, and not required for the purpose of a prescribed public examination, charges can be levied for travel also and in such circumstances will take into account the actual cost of travel.

Parents will be given the opportunity to make payments towards the costs on a weekly/monthly basis.

Charging for "Finished Products"

Where parents indicate, in advance, a wish to own the finished product, a charge may be levied to cover the cost of ingredients or materials in subjects such as technology, needlework or cookery.

Optional Extras (ie Outside School Hours)

A charge can normally be levied for an activity defined in Section 109 of the 1988 Education Act as an 'optional extra'. Any charges made cannot exceed the cost of providing the optional extra, divided equally by the number of pupils participating in the activity.

Prior written agreement will be obtained from the parents of pupils involved in an optional extra for which a charge is to be made.



Items which can be included in the charge to be made to parents include:

- Pupil's travel costs
- Pupil's board and lodging costs
- Materials, books, instruments and other equipment
- Non-teaching staff costs
- Entrance fees, etc
- Insurance costs

Additional Activities in School Hours, Day Trips, Local Visits

Parents will be invited to make a voluntary contribution towards the cost of providing activities both within and outside school hours, provided that such contributions are genuinely voluntary and request for contributions make it clear:

- (a) That there is no obligation to contribute

And

- (b) That pupils will not be treated differently according to whether or not their parents make a contribution

It will continue to be the policy of this school and college to ask parents to make such voluntary contributions. The school and college will maintain, however, a positive policy of discrimination to ensure all pupils can take part in either additional activities or residential school activities and where necessary, support from school funds, donations and the PFA be made available for this purpose.

Reviewed June 2019