



## Aboyne Lodge School

### **POLICY FOR CHARGING FOR SCHOOL ACTIVITIES**

*(In accordance with the guidance provided in the 'Governors' Guide to the Law')*

The Governing Body of Aboyne Lodge School have set out the following procedures concerning charging for school activities.

In general, no charge can be made for admitting pupils to maintained schools. Where education is provided wholly or mainly during school hours, it must be free. However, Aboyne Lodge School may charge for activities outside of school hours where these are not a necessary part of the national curriculum.

#### **Voluntary Contributions**

The Head teacher or Governing Body may ask parents for a voluntary contribution towards the cost of:

- any activity which takes place during school hours;
- school equipment;
- school funds generally.

The contribution must be genuinely voluntary, though, and the pupils of parents who are unable or unwilling to contribute will not be discriminated against. Where there are not enough voluntary contributions to make the activity possible, and there is no way to make up the shortfall, then the trip may be cancelled. However, shortfalls up to £50 will be made up from the School Fund Account, in order to enable the trip to go forward.

#### **Residential Trips**

Schools are permitted to charge for the cost of board and lodging during residential school trips, even if they occur mainly during school time. This cost must not exceed the actual cost of the provision. However, the school cannot charge for the educational or travel elements. Therefore up to £2,000 from the School Fund Account is reserved for the annual Y6 week long residential visit to an Adventure Centre.

Where the trip takes place wholly, or mainly, during school hours, children whose parents are in receipt of the following support payments will, in addition to having a free school lunch entitlement, also be entitled to the remission of the charge for board and lodging.:

- Income Support;
- Income-based Jobseeker's Allowance;
- support under part VI of the Immigration and Asylum Act 1999;
- Child Tax Credit provided the parent is not entitled to Working Tax Credit and their

- annual income, assessed by the Inland Revenue, does not exceed £14,495 (2007-08)
- the guaranteed element of State Pension Credit

At Aboyne Lodge School, all such families pay 33% of the full cost of the trip. The balance is drawn from the School Fund Account.

## **Refunds**

Where an activity or visit makes a surplus in excess of 5% of the total cost of the visit per child or 50p per child (where the total cost is £10 or less), all excess monies will be returned to each child that has made a contribution to the trip. Surpluses below 5% will be transferred to an appropriate budget heading, authorised by the head teacher.

Refunds will not be made where voluntary contributions have been made towards a school visit or trip, unless the whole activity is cancelled due to insufficient funding. In this situation all contributions will be returned to those children that have made a contribution.

Agreed: 2009

Review: 2011

Review: 2013