Viaduct Federation of Schools
Charging & Remissions Policy
for Educational Activities

Approved by:	Governing Board	Autumn 2025
Next review due by:	Autumn 2026	

Charging & Remissions Policy for Educational Activities

The Viaduct Federation of Schools encourages a wide range of educational opportunities for children of all ages. We believe that the educational and social experiences of children can be suitably extended by carefully chosen organised trips and activities.

Sections 106- 11, 117 and 118 of the Education act 1988, superseded by the Education Act 1996, sections 449-462, set out the circumstances in which educational activities may attract charges from parents both in or out of school hours. The Viaduct Federation Governing Board has adapted the Model charging policy and Statement provided by Milton Keynes Council.

The policy consists of the following:

1. A charge will be made for any activity which the Governing Board arranges and for which a charge may be made, as set out in the Education Acts, where the activity takes place wholly or mainly outside the school session time.

2. In general, all participants in any educational activity arranged by the Governing Board and for which a charge may be made, as set out in the Education acts, will be expected to meet a charge levied by the Governing Board.

3. Where a third party provides educational activities its charges will be passed on to the parents of participating pupils.

Charges may be made for:

- Art/craft and Cooking – The cost of ingredients and materials for finished work.
- Breakages and Damage – The costs of breakages or damage to school property and buildings as a result of their child's misbehaviour.
- Books – Loss or damage.

Charging for visits, trips and additional activities.

In any letter sent home to parents the words "cost" or "charge" will mean the amount of the voluntary contribution asked for from each pupil in order that the activity can take place without placing undue burden on the schools' budget.

For a day visit / activity :

"*Parents/pupils are not obliged to make a contribution to the cost of the day visit and pupils will not be excluded through inability or unwillingness to pay. However, the visit can only go ahead if there are sufficient contributions to cover the costs. Parents are therefore invited to make a voluntary contribution to cover the cost, which is worked out per child. This covers the entrance fee and travel (travel costs will be noted separately) and/or fees of any activity. Payment can be made in instalments."*

In cases where the Headteacher decides that it would be unreasonable to ask for all or part of the contribution for a particular child they have the Governors authority for this to be waived.

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. They have the authority to permit the activity to go ahead if they feel it is warranted and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances. If there is a significant impact to the School Budget, the Headteacher will report any loss to the Resources Committee.

For a residential visit:

"The charge/cost is made up of a charge for board & lodging, activities and transport, which will be made for all pupils except where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of all or part of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required. Details of the amount charged for board & lodging, activities and transport will be clearly itemised in any letter sent. However the visit can only go ahead if there are sufficient contributions to cover all costs. Arrangements are available for the payments to be made in instalments."

If the number of parents and/or the amount of the contributions does not fully cover the expenditure required for the visit/activity then the Headteacher will normally decide that it cannot take place. They have the authority to permit the activity to go ahead and will make appropriate arrangements for it to be subsidised from a suitable budget. This will only be in rare circumstances and will not happen if they are of the opinion that subsidising the trip is an inappropriate use of public or other funds. This will be the case if parents who do not qualify for a remission of the costs decide they are unwilling to make the required contribution. Both schools operate a payment plan to support parents making timely contributions to spread the cost.

Remission of Charges

The charge/cost is made for all pupils with the possible exception where parents receive Income Support, Family Credit, Income Based Job Seekers Allowance or Disability Working Allowance. Requests for remission of this charge should be made in writing or in person, in confidence, to the Headteacher. Evidence may be required and the decision to remit all or part of these charges will be at their discretion.

Pupil Premium

Whilst we are in receipt of Pupil Premium funding to support Free School Meals, Looked After Children and children in Military Service Families, the Governing board of The Viaduct Federation of Schools has agreed to subsidise residential visits and other expenses that they deem will promote better outcomes for these pupils. For residential visits, a payment of £50 will be collected from parents/carers at the point of reserving the place on the trip. This income will be used to support the activities of the children who, for whatever reason, are remaining at school. This will be reviewed annually at the point of budget setting.