

13.0 Financing

Any financial arrangements between the Local Authority and schools / youth facilities may vary over time and for different services. It is therefore advisable to contact the LA or Liverpool Integrated Youth and Play Services if there is any doubt regarding educational visit or activity funding arrangements.

13.1 Charging for School Activities

Sections 449-462 of the Education Act 1996 set out the law on charging for school activities in schools maintained by local authorities in England.

Educational Visits



Schools cannot charge for:

- Education provided on any visit that takes place during school hours
- Education provided on any visit that takes place outside of school hours if it is part of the national curriculum, or part of a syllabus for a prescribed public examination that the child/young person is being prepared for at the school, or part of religious education
- For the cost of supply teachers to cover for those teachers who are absent from school accompanying children/young people on a residential visit.

Schools can charge for:

- Board and lodging and the charge must not exceed the actual cost.

Transport

Schools cannot charge for:

- transporting registered children/young people to or from the school premises, where the local authority has a statutory obligation to provide transport;
- transporting registered children/young people to other premises where the governing body or local authority has arranged for pupils to be educated;
- transport that enables a child/young person to meet an examination requirement when he has been prepared for that examination at the school; and
- transport provided in connection with an educational visit.

Voluntary Contributions

Nothing in legislation prevents a school governing body or local authority from asking for voluntary contributions for the benefit of the school or any school activities. However, if the activity cannot be funded without voluntary contributions, the governing body or head teacher should make this clear to the parents at the outset. The governing body or head teacher must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child/young person should be excluded from an activity simply because his or her parents are unwilling or unable to pay. If insufficient voluntary contributions are raised to fund the visit, then it must be cancelled. Schools must make sure that they make this clear to parents. If a parent is unwilling or unable to pay, their child must still be given an equal chance to go on the visit.

When making requests for voluntary contributions to the school funds, parents must not be made to feel pressurised into paying as it is voluntary and not compulsory. Schools should avoid sending colour coded letters to parents as a reminder to make payments into the school or maintenance funds. Schools should also ensure that direct debit or standing order mandates are not sent to parents when requesting for contributions

13.2 Charging for Adults

The exact supervision ratio should be decided by the generic guidance within this document, advice from the LA, as well as a result of risk controls identified in the visit or activity risk assessment. If adults/Group Supervisors are to be taken beyond these requirements they should not be directly or indirectly subsidised by the parents of the educational visit

group. This does not preclude a Group Supervisor / Group Leader job-share being arranged so that part of the payment is agreed on a voluntary basis. Any free places being offered by a commercial company subsidising or funding a visit or activity should be taken by qualified / experienced members of staff who are directly contributing to the supervision ratios.

13.3 Surplus Funds

If following an educational visit or activity there is a surplus of funds; the money should be returned as an equal share to each contributor, pro-rata for those that have made part payments, unless there is a clear declaration and written agreement (consent) on what the money will be used for. With written consent surplus monies would normally be placed in the school visit fund or used to support other ventures.

