



Calday Grange Grammar School

Title of Policy:	CHARGING AND REMISSION POLICY		
Policy reference:	CGGS policy/statutory001/finance/charging		
Current Version:	001		
Previous Versions:	Charging & Remission Statement_October 2013		
Summary	<p>The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.</p> <p>The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.</p> <p>Under the terms of the Education Act 1996, the school must have a policy on charging students to participate in school activities. By law, school governing bodies, subject to the limitations provided in this document, cannot charge for education provided during school hours. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.</p>		
Author:	Ms Anne Parsons, Office Manager		
Reason for re-draft: (tick most applicable)	First Draft	✓	
	Scheduled Review		
	Minor changes		
	A number of changes		
Approved by:	Full Governing Body	Date:	12 th November 2015
Consultation details (where appropriate):	-		
Notes:	-		
Date of next review:	July 2016		

POLICY

1. GENERAL STATEMENT OF POLICY
2. LEGAL POSITION
3. VOLUNTARY CONTRIBUTIONS
4. OVERVIEW OF ACTIVITIES & ASSOCIATED CHARGING POLICY
5. REMISSION OF PARENT/STUDENT CHARGES
6. MONITORING AND REVIEW

APPENDICES

1. WORDING FOR TRIP LETTERS
2. DEFINITION OF IN OR OUT OF SCHOOL HOURS
3. FAQs

1 GENERAL STATEMENT OF POLICY

The Governing Body acknowledges the right of every student to receive free school education and understands that activities offered wholly or mainly during normal teaching time must be made available to all students regardless of their parents' ability or willingness to help meet the cost.

The governors also recognise the valuable contribution that the wide range of additional activities, trips and residential experiences can make towards students' education and aim to promote and provide such activities both as part of a broad and balanced curriculum for the students of the school and as additional optional activities.

Under the terms of the Education Act 1996, the school must have a policy on charging students to participate in school activities. By law, school governing bodies, subject to the limitations provided in this document, cannot charge for education provided during school hours. Parents may be asked for voluntary contributions but if they are unable to 'contribute', their child should not be prevented from participating should the activity go ahead.

2. LEGAL POSITION

Under the terms of the Education Act 1996, the Governing Body of Calday Grange Grammar School must have a policy on charging students to participate in school activities.

Schools cannot charge for:

- an admission application to any state funded school;
- education provided during school hours (including the supply and use of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for students learning individually or in groups, unless the tuition is provided at the request of the student's parent;
- entry for a prescribed public examination, if the student has been prepared for it at the school;
- and examination re-sit(s) if the student is being prepared for the re-sit(s) at the school.

Schools can charge for:

- any materials, books, instruments, or equipment, where the child's parent wishes to own them;
- optional extras (see below);
- music and vocal tuition, in limited circumstances;
- community facilities
- examination fees in the event of failure to attend the scheduled examination
- breakages, damage and similar if it is proven that the student willingly acted to cause the loss to the school

Charges may be made for some activities known as 'optional extras'. Where an optional extra is provided, a charge can be made for providing materials, books, instruments or equipment. Optional extras are:

- education provided outside of school time that is not part of the National Curriculum, part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of religious education.
- examination entry fee(s) if the registered student has not been prepared for the examinations(s) at the school.
- transport that is not required to take the student to school or to other premises where the governing body have arranged for the student to be provided with education.
- board and lodging for a student on a residential visit

Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

3. VOLUNTARY CONTRIBUTIONS

There is nothing in legislation that prevents a school 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 school should make this clear to parents at the outset. The school must also make it clear to parents that there is no obligation to make any contribution.

It is important to note that no child 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 a visit, or the school cannot fund it from some other source then it must be cancelled. Schools must ensure 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.

4. OVERVIEW OF ACTIVITIES & ASSOCIATED CHARGING POLICY

As a result of the above guidance, the Governors have agreed the following charging policy:

- 4.1.** Admissions – no charge shall be made in respect of admission.
- 4.2.** Provision of education – no charge shall be made in relation to the education of registered student where education is provided during school hours. Where education is provided outside of the normal school hours, no charge shall be made provided it is required as part of the syllabus/curriculum. The school may charge persons who are not registered students at the school for education provided or for facilities used by them belonging to the school.
- 4.3.** Musical Instrument tuition – Charges are levied in respect of music tuition if the teaching is not an essential part of either the National Curriculum or a public examination syllabus being followed by the student. Payment is set by the peripatetic music teacher and paid by the parent direct to the tutor.

- 4.4.** Practical subject charge – charges will be made for materials and ingredients for practical subjects where parents indicate they wish to receive the finished articles. The policy however is to blanket charge all eligible students and to only allow those that have paid to take work home. Any student involved in projects where materials are uniquely expensive pay for materials in advance, based on prices obtained beforehand from the Head of Faculty.
- 4.5.** Visits during the school day – A voluntary charge will be made to cover the cost of educational visits and other activities. Where the level of non-payment renders a trip financially unviable, consideration will be given to cancellation.
- 4.6.** Residential visits – Where at least half of the time away from home is not normal school time or where the work undertaken is not an integral part of the examination course, the trip can be classified as optional. Any charge in respect of an optional extra requires parental agreement and willingness to meet the charges. Parents should be made aware that the activity might be cancelled if insufficient contributions are received. If the visit is deemed to have taken place during the school day, or is part of the national curriculum or is preparation for a public examination then only the cost of board and lodging can be passed onto parents and this cannot exceed the actual cost. All parents will be informed of the right to claim a minimum of free board and lodging if they are receiving particular benefits (see Remissions section below). A voluntary contribution will be requested for the balance of the costs.
- 4.7.** Optional extra visits – Visits that take place beyond the school day or as part of an extra-curricular activity can be charged and parents are expected to meet the full cost of the trip.
- 4.8.** Public examinations – No charge shall be made in respect of the entry of a registered student at the School. However, parents may be charged under the following circumstances:
- if the examination is on the set list, but the student was not prepared for it at the school;
 - if the examination is not on the set list, but the school arranges for the student to take it;
 - if a student fails without good reason to complete the requirements of any public examination where the Board of Governors originally paid or agreed to pay the entry fee.
 - Students re-sitting examinations
 - Where parents/students have requested that an examination paper be returned or remarked and the request is not supported by the school the parent will be required to pay for the remark. If the remark subsequently results in an increased grade, the fee will be refunded to the parent
- 4.9.** Examination certificates – if a parent has been given the opportunity to confirm personal details for exam certificates, but has failed to respond to the school to correct any errors, any subsequent correction and reprinting of exam certificates will be charged to the parent.
- 4.10.** Breakages – The financial cost relating to breakages/damage/fines are recoverable from parents and can be pursued as a civil debt. A charge will also apply for loss or damage to school property which is placed under the responsibility of the student and may be taken off the premises.
- 4.11.** School Locker – Students who request a locker will be required to pay a non-refundable hire charge, two keys will be issued at the time of hire. A charge will be made for replacement keys.
- 4.12.** School Fund – the school may request a voluntary contribution from parents to support the cost of extra-curricular activities, enrichment activities and new equipment.
- 4.13.** Other Charges – The Headteacher, Finance Committee or Board of Governors may levy charges for miscellaneous services up to the cost of providing such services e.g. for providing a copy of an OFSTED report.

5. REMISSION OF PARENT/STUDENT CHARGES

Exemption

Parents in receipt of the following benefits will be exempt from paying the cost of board and lodging for residential trips deemed to take place during school hours:

- Income Support
- Income Based Job Seekers Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- Child Tax Credit provided that Working Tax Credit is not also received and that the family's income (as assessed by HMRC) does not exceed £16,190 (financial year 13/14)
- the guarantee element of State Pension Credit
- an income related employment and support allowance that was introduced on 27 October 2008

The school will follow the latest DfE guidance in the event that the above list of eligible benefits changes. The above list of benefits is in line with the eligibility for Free School Meals, therefore reference to the free school meals list will be made in order to validate claims.

If a parent wishes to claim remission of charges, they should contact the Director of Finance & Operations, in confidence, who will confirm eligibility and the total remission provided.

For high cost optional extra trips, such as a ski trip taking place in the Easter holiday, it is highly unlikely that remission for charges can be provided as the school would be unable to subsidise the high cost of an individual place.

The Governors acknowledge that on occasion, a family may be experiencing short term financial difficulties but is not in receipt of Free School Meals. Families in this situation should contact the Director of Finance & Operations, in confidence, if they are struggling to fund the cost of a trip, who will review if they are able to provide any financial assistance towards the costs.

Refunds

The School aims to operate all chargeable activities at nil cost in order that Education Funding Agency funding can be prioritised to teaching and learning for students; however the School fully meets the Department for Education 'Charging for School Activities' guidelines and respects that voluntary contributions may only be requested in certain circumstances.

The School encourages parents to make voluntary donations to the School Fund and Sixth Form Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non-refundable deposits) parents are requested to contribute the amount to either School Fund or Sixth Form Fund.

Parents will be notified of any unexpected surplus of £10 or more per student (excluding non-refundable deposits) and may request a refund within 20 working days of being notified. In the event that parents do not respond within 20 working days it will be deemed that they have consented for the refund to be donated to the School Fund.

Any unexpected surplus of less than £10 per student (excluding non-refundable deposits) will be deemed to be donated to the School Fund.

The wording to be used to notify parents is shown at Appendix A.

6. MONITORING AND REVIEW

The Finance Committee of the governing body will monitor the impact of this policy by receiving on a yearly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies. It will seek to evaluate the impact of the school's extended services on those children most in need of additional support.

APPENDIX A

WORDING FOR TRIP LETTERS

To be included as standard in letters to parents for trips taking place during school hours, example: Trip to a local Museum/Art Gallery

Dear Parent

The school is organising a **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]**.

The cost of this **[Trip/Visit/Practical Activity]** per student is **[amount]**. This will cover **[specify: entrance fees, board, meals (breakfast, packed lunch, evening meal), insurance, transport, instruction, activities and equipment costs]**.

A voluntary contribution is requested from parents. This contribution is genuinely voluntary, and it is important to note that no child will be excluded from this activity simply because his or her parents are unwilling or unable to pay. However, please note that if insufficient voluntary contributions are raised to fund the trip, or the school cannot fund it from some other source, then it will be cancelled.

Payment for this **[Trip/Visit/Practical Activity]** should be made by **[date]**. **OR...**

Optional paragraph –

Payment may be made in full or you may pay for this **[Trip/Visit/Practical Activity] in instalments if you prefer. Payments must be received on or by the date as set out in the instalment schedule below –**

Payment 1	£XX	dd/mm/yyyy
Payment 2	£XX	dd/mm/yyyy
Payment 3	£XX	dd/mm/yyyy
Final payment	£XX	dd/mm/yyyy

Please make your payment(s) for **[trip/visit/activity name]** via our online payment system at www.scopay.com/calday. There is also a link to this at the bottom of our website. If you have not set up an account with Scopay you will need to do so before you can make payment, please contact a member of the Administration Office if you need assistance with this.

To be included as standard in letters to parents for optional extra trips that are wholly outside of school hours, example: Trip to a local Dance/Theatre evening event

The cost per student for the trip is £X. This trip is provided as an optional extra. The full amount must ultimately be paid in order for your child to be eligible to attend.

To be sent to parents, by the trip organiser, in the event of the activity making an unexpected surplus of £10 or more per student

Dear Parent

The recent **[Trip/Visit/Practical Activity]** to **[place]** on **[date(s)]** has made an unexpected surplus of £X per student.

The School encourages parents to make voluntary donations to the School Fund and Sixth Form Fund and in the event that an activity makes an unexpected surplus of £10 or more per student (excluding non-refundable deposits) parents are requested to contribute the amount to either School Fund or Sixth Form Fund.

In accordance with our Charging and Remissions Policy please can you respond to state whether you wish to receive a refund or whether you would like to contribute the amount to the School Fund or Sixth Form Fund. In the event that you do not respond within 20 working days it will be deemed that you have consented for the refund amount to be donated to the School Fund.

APPENDIX B

DEFINITION OF IN OR OUT OF SCHOOL HOURS

Education During School Hours

'School hours' are those when the school is actually in session and do not include the break in the middle of the school day.

Education Partly During School Hours

Sometimes an activity may happen partly during and partly outside school hours.

If most of the time spent on a non-residential activity occurs during school hours, that activity counts as taking place entirely in school hours and no compulsory charge may be made. (Time spent on travel only counts as being during school hours if the travel takes place during school hours).

As an example, a long-distance trip might involve much travel before and after normal school hours, but if the time spent at the destination fell mainly within school hours, the trip would count as happening in school time and be free of charge. By contrast, a trip that involved leaving school an hour or so earlier than usual in the afternoon, but then went on until quite late in the evening, would be classified as taking place **outside school time. Compulsory charges would then be allowed.**

Education Outside School Hours

Parents can only be compulsory charged for activities that happen outside school hours when these activities are not a necessary part of the national curriculum or do not form part of the school's basic curriculum for religious education.

In addition, no compulsory charge can be made for activities that are an essential part of the syllabus for an approved examination (see section on examinations).

Compulsory Charges may be made for other activities that happen outside school hours if parents agree to pay. The Education Act 1996 describes activities that can be charged for as "optional extras". It is up to the governing body providing the activities to decide whether to make a charge.

Residential Activities

Special rules apply for residential activities.

A trip counts as falling within school time if the number of school sessions missed by the students amounts to half or more of the number of half-days taken up by the activity. Each school day is normally divided into two sessions and each 24-hour period is divided into two half-days beginning at noon and at midnight.

On this basis, a term-time trip from 12:00 on Wednesday to 21:00 on Sunday would last for nine half-days, include five school sessions and would count as taking place in school time. A trip from 12:00 on Thursday to 21:00 on Sunday would count as seven half-days, include three school sessions and would be classified for compulsory charging as taking place outside school time. If 50% or more of a half day is spent on a residential trip, the whole of that half-day should be treated as spent on the trip.

If a residential activity takes place largely during school time, meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no compulsory charge may be made either for the education or for the cost of travel. However, compulsory charges can be made for board and lodging in these circumstances, except for students whose parents are receiving:

- Universal Credit
- support under Part 6 of the Immigration and Asylum Act 1999;
- Child Tax Credit (providing that they are not entitled to Working Tax Credit and have an annual income, assessed by Her Majesty's Revenue & Customs, that does not exceed £16,191 for the year 2013/14);
- the guaranteed element of State Pension Credit

The Headteacher should advise all parents of the right to claim free activities if they are receiving these benefits.

APPENDIX C

FREQUENTLY ASKED QUESTIONS

Taken from Department for Education advice publication: *'Charging for school activities'*
Departmental advice for governing bodies, school leaders, school staff and local authorities,
October 2014.

Q. What is a charging policy?

A. Under the charging provisions set out in legislation, governing bodies and local authorities of state funded schools may choose to charge for certain defined activities, but only if they have first drawn up charging and remissions policies. These policies should be made available to parents on request.

Q. How does this relate to academies?

A. Academies (including free schools, studio schools and university technical colleges) are required through their funding agreements to comply with the law on charging for school activities.

Q. A visit involving staying overnight has been arranged for children at my school. Can the school charge for this?

A. Where a school activity requires pupils to spend nights away from home, the school is allowed to make a charge for board and lodging. This is with the exception of pupils whose parents are receiving: Universal Credit; Income Support; Income-based Jobseeker's Allowance; Support under part VI of the Immigration and Asylum Act 1999; or Child Tax Credit (providing that they do not also receive Working Tax Credit and have an annual income, assessed by the Inland Revenue that does not exceed £16,190 FY 13/14) and an income related employment and support allowance. Since April 2003 the eligibility criteria that entitle families to an exemption from paying for the cost of board and lodging on residential visits have been aligned with free school meals eligibility criteria. The head teacher must inform all parents of the right to claim free board and lodging if they are receiving these benefits.

Q. With regard to the remission of board and lodging payments, explain who pays for the expense? Would it come out of the school budget or is there a grant available to claim?

A. Although the criteria for being eligible for the remission of charges for board and lodgings is the same as free school meals, that is where the similarity ends. The costs involved in the remission of board and lodgings are to be borne by the school from their contingency funds. There is no return to be completed to re-claim the money back.

Q. Our school has a large number of pupils eligible for free school meals. This means that they would also receive remission for board and lodgings expenses for residential visits. How can the school fund/organise residential visits?

A. Government funding for schools to each local authority recognises the different needs of each area. In terms of the allocation to schools, each local authority sets a funding formula which is agreed with the local schools forum. All local authorities are required to include an element in their formula to reflect the needs of deprived pupils. The amount that individual schools receive from the local authority reflects their relative need compared with other local schools.

In addition, schools receive pupil premium funding for disadvantaged pupils, based largely on those who are eligible for free school meals. This funding is provided by the government to raise the attainment of eligible pupils and narrow the attainment gap between eligible pupils and their peers. It is for head teachers and school governing bodies to decide how to use their formula funding and pupil premium allocation.

Schools cannot exclude children from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

If there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination, or is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel.

Q. Can governing bodies charge for educating children in maintained schools and academies?

A. The local authority or governing body cannot charge for education that takes place in school hours. Nor can they charge for activities that take place outside school hours if these are part of the national

curriculum, necessary as part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education. They can charge for permitted 'optional extras', provided they have drawn up a statement of general policy on charging and given details of 'optional extras' they intend to charge for. The governing body's policy does not have to be the same as the local authority's policy, as long as it meets the requirements of the law.

Q. Can a school charge for an activity that takes place out of school hours?

A. This kind of activity is often referred to as an 'optional extra'. Where an optional extra is being provided, a charge can be made for providing materials, books, instruments, or equipment. See advice on optional extras on page 4.

The actual charge for the optional extra cannot exceed the actual cost of the provision. Schools cannot and must not make a profit from charging for optional extras. Participation in any optional extra activity will be on the basis of parental choice and a willingness to meet the charges. Parental agreement is therefore a necessary pre-requisite for the provision of an optional extra where charges will be made.

Q. Can a school ask parents for voluntary contributions?

A. Schools may invite parents and others to make voluntary contributions to make school funds go further. All requests to parents for voluntary contributions must make it clear that the contributions would be voluntary. It should be remembered that education provided during school hours must be free. This includes materials, equipment, and transport provided in school hours by the local authority or by the school to carry pupils between the school and an activity. Governing bodies should also clearly explain that children of parents who do not contribute will not be treated any differently, and that the activity might be cancelled if insufficient contributions are received.

Q. The school has sent letters out to parents asking for contributions towards a school visit, do parents have to pay?

A. Head teachers or governing bodies may ask parents for voluntary contributions towards the cost of:

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

Children of parents who are unable, or unwilling, to contribute may not be discriminated against. However, if insufficient voluntary contributions are received to cover the cost of the visit, or activity, and there is no alternative method to make up the shortfall, then the school should cancel the activity/visit. It would be advisable to make parents aware of a possible cancellation to the activity/visit if insufficient voluntary contributions are received from the outset.

Q. Can a state boarding school make compulsory charges for day pupils?

A. State funded boarding schools **cannot** charge for education during school hours. They may however charge for extended services offered to day pupils, but this **must be optional**. Compulsory charges must never be made for extended day services including breakfast clubs, after-school clubs, evening meal and supervised homework sessions whether the pupils take up these services or not. Many maintained schools provide wraparound services but they are not part of the school day and it would be unlawful for state funded boarding schools to make wraparound services compulsory.

Q. What happens if the school is not able to raise enough voluntary contributions to cover costs?

A. Where there are not enough voluntary contributions, and there is no way to make up the shortfall, for example school funds and/or fundraising activities, then it must be cancelled. The possibility of the activity/visit being cancelled due to a shortfall in contributions should be made clear in the information sent to parents.

Q. What if a parent is unable, or unwilling to make a voluntary contribution? How does this affect their child(ren)?

A. The school cannot exclude a child from taking part in an activity that is part of the national curriculum purely on the grounds that the parent or carer cannot make, or refuses to make, a contribution. This can clearly place schools in some difficulty on occasions where a number of parents/carers might be in such a position. The school then has to decide whether they can cover the costs of such activity from within the budget or by fundraising, or whether the activity has to be cancelled.

Q. What support can a school offer a parent/carer who has difficulty making a financial contribution?

A. Schools must ensure that parents in receipt of Universal Credit, Income Support, Income Based Jobseekers Allowance, support under part VI of the Immigration and Asylum Act 1999, Child Tax Credit, provided that Working Tax Credit is not also received and the family's income (as assessed by Her Majesty's Revenue and Customs) does not exceed £16,190 (Financial Year 2013/14) are aware of the support available to them when being asked for contributions toward the costs of school visits. Some schools also have funds available to enable families in financial difficulty to send their children on visits/activities. Parents should be encouraged to speak to the head teacher in order to establish if such funding arrangements exist.

No charge may be made if there is a residential activity taking place largely during school time, or which meets the requirements of the syllabus for a public examination. In addition, if the activity is to do with the national curriculum or religious education, no charge may be made either for the education or for the cost of travel for any pupil, not just those whose parents are in receipt of benefits.

Q. What about charges for transport during school hours?

A. Any transport provided by the school in school hours must be provided free of charge (though a voluntary contribution could be requested).

Q. Can the school charge for something like cooking ingredients or materials needed for a technology lesson?

A. The school can make a charge to cover the costs of materials/ingredients for subjects such as design or food technology where parents have indicated in advance that they would like their child to bring home the finished product.

Q. Can the school charge entry fees for examinations?

A. An examination entry fee may be charged to parents if:

- the examination is on the set list, but the pupil was not prepared for it at the school;
- the examination is not on the set list but the school arranges for the pupil to take it;
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or local authority originally paid or agreed to pay the entry fee.

Q. Can a school make a charge to pay for the administration required as part of the admission process?

A. Paragraph 1.9 (n) of the 'Schools Admission Code 2012' rules out requests from admission authorities for financial contributions as any part of the admissions process. Legislation prevents state funded schools from charging fees for admission or for providing education during school hours.

Q. Can a school ask for a direct debit to the school fund?

A. No. A school may ask for voluntary contributions, as long as it is clear that they are voluntary, but we are clear that state education should be free and we have no intention of changing this policy. No contributions may be sought as part of the admissions process.

Q. Can a school ask parents to contribute to (or pay in full) the cost of a tablet or computer?

A. Sections 451 and 454 of the Education Act 1996 prohibits schools from charging for education and the supply of materials, books, instruments or other equipment (this would include tablets), during school hours. However, there is no prohibition on asking parents to make voluntary contributions. Additionally there is a specific exception in the legislation which enables schools to charge for materials where the pupil's parent wishes them to own the materials. All contribution requests to parents must make clear that the contributions are voluntary and that, if a parent cannot make or refuses to make a contribution, their children will not be treated any differently and will not be excluded from taking part in any activity or related equipment.

Q. What are community facilities?

A. Schools are allowed to provide facilities that can be used by the local community, for example out-of hours/holiday childcare or swimming pool sessions. These facilities further any charitable purpose for the benefit of pupils at the school or their families, or people who live or work in the locality in which the school is situated. Academies should seek guidance from the Charity Commission if they are in doubt. Advice from the Charity Commission can be found [here](#).

Schools can charge for the use of these facilities, and a profit can also be generated, providing it is spent on the purposes of the school and or on community facilities.

Maintained schools should check the local authority's published financial "scheme" for maintained schools in their area for any rules about the carry of profit from one financial year to the next. Academies should determine fees and charges in accordance with chapter 6 of HM Treasury's Managing Public Money.