

WOOLLEY WOOD SCHOOL



Educational Visits Policy

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This document is available to Governors, Staff and can be accessed either by hard copy (located in School Office) or electronically in Staff Share on the school network

INTRODUCTION

These summary notes of guidance provide an introduction to the key elements involved in organising and conducting an educational visit. They outline the processes that should be followed, indicating how and why they will support your visit(s) and assist you in their organisation.

These notes should not be read in isolation, the main guidance document, should be consulted by all those organising and conducting educational visits.

Sheffield LEA Code of Practice 14 - Guidelines for Staff Organising Educational Visits.

EDUCATIONAL VISITS

An educational visit is any off-site visit sanctioned by the school that takes place under the direct or indirect supervision of staff. This summary document applies to all educational visits.

Educational visits make a valuable contribution to pupils' education and development. It is widely accepted that they:

- raise achievement by boosting self-esteem and motivation;
- develop key skills;
- support the curriculum and aid learning in a range of subject areas;
- develop social education and citizenship;
- promote education for sustainable development;
- promote health and fitness.

WHO CAN HELP

Each school has a nominated person who is responsible for co-ordinating educational visits, the Educational Visits Co-ordinator (EVC). EVC training is based on a nationally developed model endorsed by the DfES.

The **EVC** in school is **the head teacher** and you ask her for support and advice. Liase with the EVC as appropriate when planning and organising your visits. Sheffield LEA has an Outdoor Education Adviser (OEA) who provides advice and guidance to schools on behalf of the Executive Director of Education.

EDUCATIONAL VISITS – KEY ELEMENTS

OUTLINE

Visit Proposal and Notification

Your proposed visit should be agreed with the head teacher or deputy head teacher at the earliest possible stage **before** proceeding with your detailed planning (unless it is a routine visit e.g. local shops, Meadowhall, horseriding). It may also need to be agreed with the LEA (e.g. in the case of residential holidays). Early notification helps ensure that advice and guidance may be sought, offered and acted upon well before the visit takes place.

LEA Guidelines

The LEA's written guidelines for educational visits, *LEA Code of Practice 14 - Guidelines for Staff Organising Educational Visits*, provides detailed guidance on educational visits for Sheffield LEA schools.

Having access to and referring to these guidelines forms an important early stage in organising and conducting a successful visit. You should follow the guidance issued by the LEA.

You should find out how to access a copy in your school or on the intranet/internet and you should refer to it when planning and conducting a visit. It contains the answers to many common questions about organising educational visits.

Risk Assessment

Risk assessment is a legal requirement. Risk assessment and risk management must form an integral part of the planning and conduct of your visit.

Three levels of risk assessment (generic, specific and on-going), taken together, form a sound risk management process. They must all be undertaken for educational visits.

Leader Competence and Supervision

To ensure a high quality and safe educational experience, it is essential to have the right people in the right place, at the right time, doing the right things. This means having competent leaders and supervisors and having a properly thought out and managed supervision plan for the visit.

You should know how to evaluate your own and others' competence to lead visits and activities. Have you been to the venue before (pre-visit)? Have you experience of the activity? Do you know the group? Have you undertaken training? Are qualifications needed?

First Aid

You must consider what level of first aid provision is appropriate to your visit. This should form part of the risk assessment process. You should consider what level of training is required and how many people require it. You should then ensure that appropriate arrangements are put in place.

Insurance

Well before your visit commences, you should consider carefully the insurance position in relation to your visit and ensure that adequate insurance arrangements are in place. The school purchases an Off Site Activities Insurance.

Parents are informed of the arrangements for insurance, particularly what is covered and what is not covered by the policy, in the school prospectus.

Emergency Procedures

When responsible for pupils during a visit, you have a duty of care to make sure that the pupils are safe and healthy and you have a common law duty to act as a reasonably prudent parent would.

You need to ensure that emergency procedures are in place and that a school base contact to provide back up cover is arranged. These people (SMT) should be familiar with the school's critical incident plan.

All those involved in the visit, including supervisors, pupils and their parents, should be informed of who will take charge in an emergency, the named back up cover and what they are expected to do.

You should ensure that you have ready access to all the relevant information you might require, for the duration of the visit.

Child Protection

Give careful consideration to child protection issues when organising the staffing and supervision of your visit. Decide whether or not Criminal Records Bureau checks are necessary and, if they are, ensure that they are carried out in good time.

Special Educational Needs, Disabilities and Medical Conditions

Consider early in your planning process participants' special educational needs, disabilities and medical conditions and how they may be accommodated.

The Special Educational Needs and Disability Act 2001 makes it a legal requirement that reasonable adjustments must be made to prevent disabled pupils from being put at a disadvantage.

Transport

Consider carefully how the journey to and from the visit/activity will be made and make appropriate arrangements.

Whether using transport or simply walking, ensure that generic and specific risk assessments have been completed and that a process of on-going risk assessment is in place (see risk assessment section of these notes).

Parental Consent

Parents need to be informed about and given the opportunity to consent to educational visits. How this is done varies with the type of visit.

For routine local visits that form a regular part of the school curriculum parents are often provided with information through the school prospectus or a letter. Seeking annual consent for such routine visits may also be appropriate.

For non-routine visits you should always provide clear written information to parents and seek their consent. These visits include those that involve adventure activities; visits abroad; residential visits; other potentially hazardous environments.

Parents should give their consent for educational visits

Provide clear written information for non-routine visits

Parents may withhold their consent

Financial Regulations

Should your visit involve finance, you should be aware of and follow the guidance contained in the LEA's *Education Financial Procedures Manual*.

You should also be familiar with and follow the DfES charging regulations, *Charging for Activities*. They indicate when charges may or may not be made for educational visits

Find out about and follow your school governing body's policy on charging and remissions for educational visits.

Approval

All educational visits need to be approved by the head teacher. Some visits also need to be approved by the LEA before they can take place. Visits requiring LEA approval include those which involve:

- adventure activities;
- visits abroad;
- residential experience;
- other hazardous environments or activities.

The LEA approval form should be used to seek approval for all visits. If you plan to conduct a programme of similar visits on a regular basis, you should indicate this on your form.

Conduct of Visit

During the visit you should ensure that regular review sessions are built in to the programme to support the process of on-going risk assessment. This will allow you to make appropriate and considered changes to your arrangements should this be necessary.

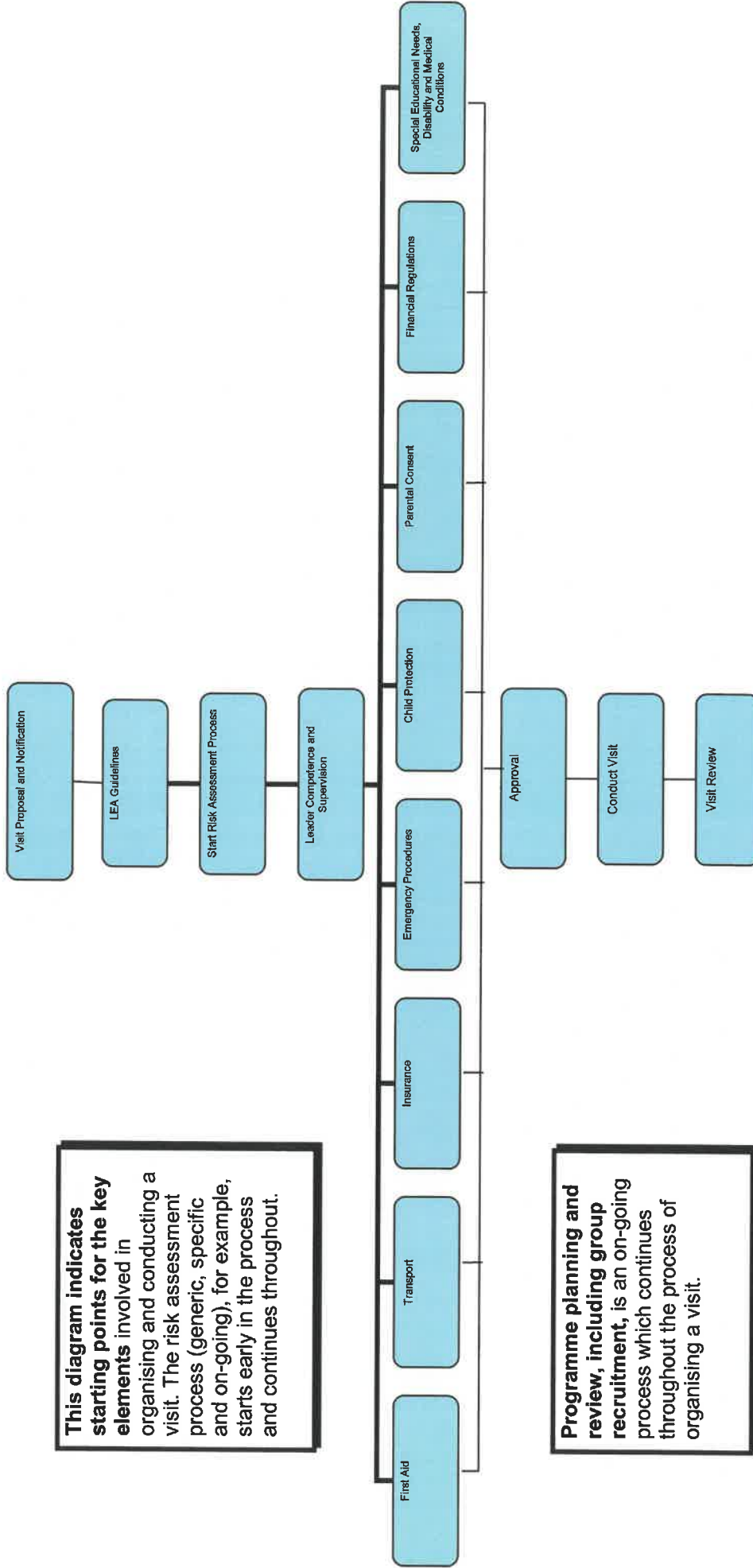
Visit(s) Review

As well as ensuring that a visit review takes place to consider its planning and conduct, it is also useful to conduct an end of year review of a series of visits to look at what was successful and what could be altered for next time

Recording and discussing incidents and accidents which "nearly" occurred (sometimes referred to as "near misses") should form an essential part of the review process.

EDUCATIONAL VISITS KEY ELEMENTS

This diagram indicates starting points for the key elements involved in organising and conducting a visit. The risk assessment process (generic, specific and on-going), for example, starts early in the process and continues throughout.



Programme planning and review, including group recruitment, is an on-going process which continues throughout the process of organising a visit.



Department
for Education

Charging for school activities

**Advice for governing bodies, school leaders,
school staff, and local authorities**

November 2013

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Summary

About this departmental advice

The purpose of this departmental advice is to help governing bodies, school leaders, school staff and local authorities set out their policies on charging and remission for school activities and school visits.

Sections 449-462 of the Education Act 1996 sets out the law on charging for school activities in schools maintained by local authorities in England. Academies (including free schools, studio schools and UTCs) are required through their funding agreement to comply with the law on charging for school activities.

This advice has been written to provide at-a-glance information and complements the information given in section 7.5 of the Governors Handbook. This advice accurately reflects the terms of the Education Act 1996, but it is not a substitute for those terms.

References within this advice to the role of the governing body should be taken to refer to the academy trust, in the case of academies.

Expiry or review date

This advice will next be reviewed in Summer 2015.

Who is this advice for?

- This advice is for:
- School leaders, school staff and governing bodies in all maintained schools and academies
- Local authorities

Key points

- School governing bodies and local authorities, subject to the limited exceptions referred to in this advice, cannot charge for education provided during school hours (including the supply of any materials, books, instruments or other equipment).
- Schools must ensure that they inform parents on low incomes and in receipt of the benefits listed on page 9 of this document of the support available to them when being asked for contributions towards the cost of school visits.

School Charging

Education

School governing bodies and local authorities, **cannot charge for:**

- an admission application to any state funded school- paragraph 1.9 (n) of the 'School Admissions Code 2012' rules out requests for financial contributions as any part of the admissions process;
- education provided during school hours (including the supply of any materials, books, instruments or other equipment);
- education provided outside school hours if it is part of the national curriculum¹, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education;
- instrumental or vocal tuition, for pupils learning individually or in groups, unless the tuition is provided at the request of the pupil's parent;
- entry for a prescribed public examination, if the pupil has been prepared for it at the school; and
- examination re-sit(s) if the pupil is being prepared for the re-sit(s) at the school².

Schools and local authorities **can charge for:**

- any materials, books, instruments, or equipment, where the child's parent wishes him/her to own them;
- optional extras (see page 5);
- music and vocal tuition, in limited circumstances (see page 6);
- certain early years provision;³
- community facilities.⁴

¹ It should be noted that 'part of the National Curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based (e.g. geography or science fieldwork) and include, for example, activities designed to fulfil requirements under the National Curriculum 'inclusion statement' (e.g. developing teamwork skills).

² However, if a pupil fails, without good reason, to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

³ The Education (Charges for Early Years Provision) Regulations 2012

⁴ The powers to provide community facilities are under s.27(1) of the Education Act 2002

Optional Extras

Charges may be made for some activities that are known as 'optional extras'. Where an optional extra is being 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:
 - a) part of the national curriculum;
 - b) part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or
 - c) part of religious education.
- examination entry fee(s) if the registered pupil has not been prepared for the examination(s) at the school;
- transport (other than transport that is required to take the pupil to school or to other premises where the local authority/governing body have arranged for the pupil to be provided with education);
- board and lodging for a pupil on a residential visit.

In calculating the cost of optional extras an amount may be included in relation to:

- any materials, books, instruments, or equipment provided in connection with the optional extra;
- the cost of buildings and accommodation;
- non-teaching staff;
- teaching staff engaged under contracts for services purely to provide an optional extra, this includes supply teachers engaged specifically to provide the optional extra; and
- the cost, or an appropriate proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument, or vocal tuition, where the tuition is an optional extra.

Any charge made in respect of individual pupils must not exceed the actual cost of providing the optional extra activity, divided equally by the number of pupils participating. It must not therefore include an element of subsidy for any other pupils wishing to participate in the activity whose parents are unwilling or unable to pay the full charge.

Furthermore in cases where a small proportion of the activity takes place during school hours the charge cannot include the cost of alternative provision for those pupils who do not wish to participate. Therefore no charge can be made for supply teachers to cover for those teachers who are absent from school accompanying pupils 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 prerequisite for the provision of an optional extra where charges will be made.

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 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 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. Schools should make it clear to parents at the outset what their policy for allocating places on school visits will be.

When making requests for voluntary contributions, 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 and direct debit or standing order mandates should not be sent to parents when requesting contributions.

Music Tuition

Although the law states that, in general, all education provided during school hours must be free, instrumental and vocal music tuition is an exception to that rule.

The Charges for Music Tuition (England) Regulations 2007 set out the circumstances in which charges can be made for tuition in playing a musical instrument, including vocal tuition. They allow charging for tuition in larger groups than was previously the case.

Charges may now be made for vocal or instrumental tuition provided either individually, or to groups of any size, provided that the tuition is provided at the request of the pupil's parent. Charges may not exceed the cost of the provision, including the cost of the staff who provide the tuition.

The regulations make clear that charging may not be made if the teaching is either an essential part of the national curriculum, or is provided under the first access to the Key Stage 2 Instrumental and Vocal Tuition Programme. They also make clear that no charge may be made in respect of a pupil who is looked after by a local authority (within the meaning of section 22(l) of the Children Act 1989).

Transport

Schools cannot charge for:

- transporting registered pupils to or from the school premises, where the
 - local education authority has a statutory obligation to provide transport;
 - transporting registered pupils to other premises where the governing body or local authority has arranged for pupils to be educated;
 - transport that enables a pupil 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;

Guidance on school travel is available [here](#):

Charging and Remissions Policies

No charges can be made unless the governing body of the school or local authority has drawn up a charging policy giving details of the optional extras or board and lodging that they intend to charge for, and a remissions policy.

The governing body's policy may be more or less generous than the LA's, as long as it meets the requirements of the law. A policy statement will take account of each type of activity that can be charged for and explain when charges will be made.

If a charge is to be made for a particular type of activity, for example optional extras, parents need to know how the charge will be worked out and who might qualify for help with the cost (or even get it free). This information should be made available to parents.

The remissions policy must set out any circumstances in which the school or local authority propose to remit (wholly or partly) any charge which would otherwise be payable to them in accordance with their charging policy. For example, a school may decide to provide an Italian language evening class as an optional extra. The governing body may decide to reduce the cost for those children whose parents are in receipt of certain benefits.

Residential Visits

Schools cannot charge for:

- education provided on any visit that takes place during school hours⁵;
- education provided on any visit that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school, or part of religious education; and
- supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.

⁵ See section 452 of the Education Act 1996 for guidance as what counts as during school hours.

Schools can charge for:

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

When a school informs parents about a forthcoming visit, they should make it clear that parents who can prove they are in receipt of the following benefits will be exempt from paying the cost of board and lodging:

- Universal Credit in prescribed circumstances;⁶
- Income Support (IS);
- Income Based Jobseekers Allowance (IBJSA);
- 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);
- the guarantee element of State Pension Credit;
- an income related employment and support allowance that was introduced on 27 October 2008; and

Guidance on school policies for Learning Outside the Classroom, including charging is available [here](#).⁷

Education partly during school hours

Where an activity takes place partly during and partly outside school hours, there is a basis for determining whether it is deemed to take place either inside or outside school hours. However, a charge can only be made for the activity outside school hours if it is not part of the national curriculum, not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school and not part of religious education.

⁶ The government plans to prescribe the circumstances when Universal Credit is fully rolled out.

⁷ <http://www.lotc.org.uk/wp-content/uploads/2012/05/GCharging-Policy-Updated-PDF-1APR09.pdf>

Frequently Asked Questions

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 UTCs) are required through their funding agreement 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, can you please 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 school visits. How can the school fund/organize 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 5.

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 quite 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. 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 you, 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/carers 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 will 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; and
- a pupil fails without good reason to complete the requirements of any public examination where the governing body or LA 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 asked parents to contribute, (or pay in full) for the cost of a tablet PC ?

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' Managing Public Money.

Further sources of information

Associated resources (external links)

- [Council for Learning outside the Classroom](#)
- [Charity Commission](#)

Other departmental advice and guidance you may be interested in

- [Home to School Transport Guidance](#)

Other departmental resources

- [The Governor's Handbook](#)



Department
for Education

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