



Nottinghamshire
County Council

Charging for School Activities

Guidelines for School Governing Bodies

CHARGING FOR SCHOOL ACTIVITIES

Guidelines for School Governing Bodies

Background

1. Section 457 of the Education Act 1996 requires each school governing body to draw up, and keep under review, its policies on:
 - charging for school activities; and
 - any remission arrangements.
2. Charges cannot be made by school governing bodies for school activities unless they have drawn up these policies.
3. In considering their policies, school governing bodies need to be aware of the relevant statutory provision and the policies of Nottinghamshire County Council.

Statutory provision

4. The relevant statutory provision is contained in Sections 449 - 462 of the Education Act 1996, as amended by the Education Act 2002.
5. A circular (2/89) from the former Department of Education and Science explains the statutory requirements. A copy of the circular was sent to schools direct by the DES in 1989 and a further copy of the circular was circulated to schools by the County Council as part of a pack of guidance in March 1989. Further copies can be obtained from DCSF Publications (telephone: 0845 602 2260) quoting reference CIR 02/89.

Nottinghamshire County Council policy

6. Nottinghamshire County Council's policy on charging for school activities, and the relevant remission arrangements, is set out in the document attached as Annex 1.
7. It is open to the school governing body to adopt charging and remissions policies which are less generous than those of the Council, as long as they meet the requirements of the law.

The school governing body's policies

8. It will be for the school governing body to determine its own policies on charging for school activities and any remission arrangements, but the following guidance may be helpful.
9. There is no statutory requirement to charge for any form of education or related activity. The Education Act prohibits a charge being made except in certain circumstances where charges are permitted at the discretion of the Council or the governing body. The position in the most significant areas of school activity is summarised below.

School admissions

10. The Act prohibits any kind of charge relating to a pupil's admission to any maintained school. The ability of parents to contribute to the school, either financially or in any other way, must not be a consideration when deciding whether to admit a pupil. Nor would it be acceptable for a parent to be asked for a contribution of any kind prior to a pupil's admission. Further advice regarding charging can be found in the School Admissions Code, sections 1.90 - 1.102.

Educational activities taking place during school hours

11. No charge may be made for any activity which takes place during school hours, including any materials, books, instruments, ingredients or other equipment (excluding clothing) provided in connection with the activity. The cost of such activities must therefore be contained within the funds available to the school, such as the school's budget or school fund.
12. "School hours" are defined as being those hours during which the school is in session, but excluding the mid-day break.
13. Parents or pupils cannot be charged for or be required to provide such items as home economics ingredients or craft materials except where parents have confirmed in advance that they wish to own the finished product.

14. Clothing is excluded from the definition of 'equipment' under the Education Act. Parents can therefore still be expected to provide items of clothing, such as cookery aprons and football boots. The County Council's school clothing assistance scheme enables income-related help to be given, in eligible cases, towards a pupil's clothing (including sports clothing) expenses. It is anticipated that schools will continue to provide essential protective clothing, such as safety goggles.
15. Charges may be made for any additional materials, books, instruments or equipment where the pupil's parent wishes him or her to own them.

Educational activities taking place outside school hours

16. Charges may be made for activities taking place outside school hours **EXCEPT** where the activities are required either:

- (a) as part of the syllabus of a prescribed public examination; or
- (b) to fulfil statutory duties relating to the National Curriculum or religious education

in which case no charge may be made, with the exception of board and lodging charges for a residential visit (but see paragraph 26 below). Activities not falling into the above categories are known as 'optional extras'.

Optional extras

17. An amount may be charged in relation to
 - (a) any materials, books, instruments or equipment provided in connection with the optional extra
 - (b) teaching staff employed to provide tuition in playing a musical instrument, where the tuition is an optional extra.
18. Where charges are permitted, they may not exceed the cost of the optional extra activity, divided equally by the number of pupils participating in the activity. It will not be possible to ask parents of participating pupils to subsidise other pupils taking part in the visit. The costs of any pupils for whom the charge for a school activity has been remitted will therefore have to be met from the school's budget or school fund.
19. The **cost of any teacher** (including supply teachers) employed by the governors or the County Council cannot be charged to participating pupils. The County Council has always taken the view that teachers who organise or participate in such visits do so as a voluntary activity and it is the policy of the County Council not to make additional payments to teachers for such activities. However, the County Council is grateful to the large number of teachers who continue to volunteer in this way and it is important to note that **costs incurred by teachers** in providing the optional extra may be included in the charge to pupils. **In order to achieve this it is necessary for the teacher to be engaged on a separate contract for services (as distinct from a contract of employment), specifically for the purposes of providing the activity.** It will therefore be open to the school governors, if they wish, to engage existing teaching staff on a contract for services for the specific activity and then charge the costs incurred by the teachers, including the cost of any travel and board and lodging, among the participating pupils. Any such contract for services should be made in writing with the teacher concerned and should make it clear that the activities covered by the contract are taking place outside school hours and that there will be no extra payment to the teacher. A suggested form of words for a contract for services is attached as Annex 2.

Charges can be made for the involvement or provision of non-teaching staff.

20. A pupil's participation in any 'optional extra' will be a matter for parental choice and on the basis of their willingness to meet any charges which are applicable. The agreement of parents is therefore a necessary prerequisite to a pupil's inclusion in any such activity.
21. It will be for the governing body to determine whether any charge should be made and, if so, the amount bearing in mind the above points and the Council's policy (see paragraph 7).

Transport

22. No charge may be made for any transport provided to convey pupils between school sites where the local authority has a statutory obligation to provide transport, or between the school and any other place where educational provision, including examination requirements, have been arranged by the school or Council during school hours, e.g. swimming pools, off-site playing fields or sports centres (transport provided in connection with an educational visit), other schools under consortium arrangements or colleges of further education under a link scheme.

School visits and other activities taking place partly during and partly outside school hours

23. Many school visits and other activities will inevitably take place partly during and partly outside school hours. The Act therefore provides a basis for determining whether an activity is deemed to take place wholly during or wholly outside school hours for the purposes of charging arrangements.

Day visits and non-residential activities

24. A day visit or activity is deemed to take place during school hours if 50% or more of the time spent on the visit or activity, including any connected travel, occurs during school hours. In those circumstances no charges may be made for anything connected with the visit or activity, including transport and admission to places of interest. It would be necessary, therefore, to contain the costs of the visit or activity from within the funds at the school's disposal.

Residential visits and activities

25. A residential visit or activity is defined as being one which involves pupils spending one or more nights away from home. Such a visit or activity is deemed to take place during school hours if the number of school sessions taken up by the visit or activity is 50% or more of the number of half days involved (in this respect a 'half day' is defined as any period of 12 hours ending at noon or midnight on any day).

Thus a residential trip taking place in term-time from noon on Wednesday to 9.00 pm on Sunday (9 half days; 5 school sessions) would be regarded as taking place during school hours; a trip lasting from noon on Thursday to 9.00 pm on Sunday (7 half days; 3 school sessions) would not.

If a residential visit or activity is deemed to take place during school hours no charge may be made except for board and lodging. This charge must not exceed the actual cost of the board and lodging provided and cannot include the cost of alternative provision—including supply teacher cover—for those pupils who do not wish to participate. In any event, the charge must be wholly remitted if a pupil's parents are eligible for

- Income Support
- Income-based Job Seeker's Allowance
- An income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit

26. If a day or residential visit or activity is deemed to take place outside school hours an appropriate charge may be made unless the visit or activity is required either:

- (a) as part of the syllabus of a prescribed public examination; or
- (b) to fulfil statutory duties relating to the National Curriculum or religious education,

in which case no charge may be made, with the exception of board and lodging charges for pupils involved in residential visits or activities. These charges, too, must be wholly remitted if a pupil's parents are eligible for one or other of the benefits listed at paragraph 25 above AND the visit or activity forms part of the syllabus of a prescribed public examination or is provided specifically to fulfil statutory duties under the National Curriculum or relating to religious education.

27. It will be seen from paragraphs 25 and 26 above that it will be necessary in some circumstances to identify pupils whose parents are eligible for certain benefits if charges are to be made for the board and lodging element of a residential visit. Schools may not be immediately aware of all cases where parents are eligible for these benefits. It will be necessary, therefore, when a school proposes arranging an activity, for which a charge for board and lodging can be made and where the statutory remission arrangements apply, for the parents of all the participating pupils to be advised of the statutory entitlement to remission. This will ensure that parents eligible for these benefits are aware of their entitlement and have the opportunity to claim remission.

Parents should likewise be informed if the school governing body has decided to operate a remissions policy which goes beyond the statutory minimum.

If a request for remission of charges is received and the school is not sure whether or not an individual pupil is eligible, the local education office (contacts below) will be able to advise what documentation the school will need to check:

Ashfield, Bassetlaw, Mansfield
and Newark schools

- Parent and Pupil Services team
Meadow House
Mansfield
(Tel: 01623 433386)

Broxtowe, Gedling and
Rushcliffe schools

- Parent and Pupil Services team
Home Brewery Building
Daybrook
(Tel: 0115 854 6401)

Activities arranged during school hours by a third party

28. Paragraph 18 of DES circular 2/89 refers to a possible situation whereby an organisation other than the County Council or school governing body arranges an activity during school hours and parents ask the school to grant their children leave of absence to join the activity. It would not be appropriate in such circumstances for the Council or the school governing body to be involved in any way in arranging or helping to arrange such an activity for which the County Council would have no legal liability. Nor is it anticipated that teachers would be granted leave of absence to participate in such an activity in a private capacity.

Entry for public examinations

29. No charge may be made for a pupil's entry to any prescribed public examination (including resits) for which the pupil has been prepared at the school, whether during or outside school hours. Parents and pupils may not be required to provide or pay for any books, materials, instruments or other equipment (excluding clothing) necessary for the purposes of the examination entry. Details of the public examinations which are prescribed for this purpose are set out in Annex 3.
30. Nor may any charge be made for transport provided to enable a pupil to take such an examination.
31. The governing body is required to enter a pupil for each examination in a syllabus for a prescribed public examination for which the pupil has been prepared for entry by the school except where, in the opinion of the governing body, there are educational reasons for not doing so or where the pupil's parents request in writing that the pupil should not be entered. Governors are required to inform parents in writing as soon as it has been decided for which examinations pupils should be entered. It is anticipated that, in practice, responsibility for these arrangements will be delegated by the governing body to the head teacher.
32. Where the preparation provided by the school would enable a pupil to take two or more prescribed public examinations in the same syllabus the requirement to enter a pupil applies to a single examination entry only. It will not be possible, however, for a charge to be made to the parents for the "double" entry of a pupil if the school has prepared the pupil for the examination.
33. Where the governing body agrees to enter a pupil for a prescribed public examination for which the pupil has not been prepared by the school, the cost of the examination entry may be passed on to the pupil or parents.
34. Similarly, where a pupil has, with parental agreement, been entered for a public examination other than one which has been prescribed by regulations, a charge may be made for the entry fees. Any preparation provided by the school outside school hours may also be charged for but this must not exceed the actual costs of providing the optional extra. Any costs relating to the school's teaching staff cannot be recovered unless the staff have been specifically engaged under a contract for services for the purpose of providing the optional extra.
35. Examination entry fees can be recovered from parents if a pupil fails without good reason to complete the requirements for any public examination for which the governing body has paid, or is liable to pay, fees. Failure to complete the examination requirements may include failure to complete the coursework requirements or failure to sit final examinations. It is a matter for the governing body to determine what constitutes a good reason in this respect.

Music provision

36. Charges are not permitted for class music tuition during school hours. Music tuition, whether group or individual, forming part of the syllabus for a prescribed public examination or required by the National Curriculum, or as part of religious education, must also be free, whether it is provided during or outside school hours. No charge may be made for group musical activities, e.g. school orchestras, which take place during school hours.
37. Individual music tuition (but excluding vocal tuition) not forming part of the syllabus of a prescribed public examination or required by the National Curriculum, may be charged for, provided parental agreement is obtained before a pupil is given the tuition. The charge can include the cost of the teacher giving the tuition as well as the cost of sheet music and the hire and insurance of a musical instrument. This is the only activity taking place wholly during school hours for which a charge may be made. The County Council charges schools a proportion of the cost of such tuition, although the charge is remitted for all pupils who receive free school meals and certain other pupils where, at the discretion of the Director of Children and Young People's Services, it is considered that there are exceptional circumstances. Schools may pass on all or part of the charge to parents for groups of up to four pupils. Schools may, alternatively, wish to cover all or part of the cost of providing this tuition from their own budgets. The cost of tuition for groups of five or more pupils must be met by the school.

Voluntary contributions

38. The restrictions on charging for activities do not in any way prohibit a school from seeking voluntary contributions from parents for the benefit of the school or towards any school activities. Any such contributions must, however, be genuinely voluntary. It must therefore be made clear to parents if contributions are requested that:-
 - (a) there is no obligation to contribute; and
 - (b) that pupils will not be treated differently according to whether or not their parents have contributed.

Thus, for example, parents may be invited to make a contribution towards a school visit planned to take place during school hours but no pupil may be omitted from the visit if the pupil's parents decline to contribute for whatever reason.

39. If an activity cannot take place without voluntary contributions, this should be made clear to parents. An initial letter to parents in those circumstances could explain the nature of the proposed activity and its educational value. The letter could indicate the contribution per pupil which would be required if the activity were to take place. It should also emphasise that there would be no obligation to contribute and that no pupil would be excluded from the activity because his or her parents were unwilling or unable to contribute. However, the letter could make it clear that the activity would not take place if insufficient parents were able to support it.
40. There is no limit to the level of voluntary contribution which parents or others can make towards school activities. A request for a contribution towards the cost of a school visit could, for example, include an element to cover the cost of subsidising pupils from low income families or the costs incurred by accompanying teachers.
41. 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 contributions.

Breakages and fines

42. There is nothing in the Education Act which prevents schools from asking parents to pay for the cost of any damage resulting from a pupil's misbehaviour. Governing bodies are advised to include this as part of their discipline code.

Implications for schools

43. Each school governing body should already have a published policy on charging for school activities and any related remission arrangements.
44. The policies determined by the governing body will need to be kept under review. It is suggested that the policies should be formally reviewed by the governing body on an annual basis.
45. Head teachers are required by the relevant regulations to make the policies available at the school for inspection by parents and other persons at all reasonable times on a school day and for distribution without charge to parents, on request.

NOTTINGHAMSHIRE COUNTY COUNCIL

Charging and Remissions Policy

GENERAL PRINCIPLES

1. Nottinghamshire County Council is committed to the principle of free education at the schools it maintains and believes that central to this principle is an entitlement curriculum to which all pupils should have free access as of right. Nottinghamshire County Council schools are resourced accordingly. It is not expected therefore that schools will charge for activities which have been resourced through their budgets.
2. The County Council recognises the valuable contribution schools can make to the range of educational experiences offered to their pupils by organising a range of visits and other non-classroom based activities, either inside or outside school hours. The County Council accepts that in these circumstances it may be necessary for a school to seek financial contributions from parents if the expenses of a particular activity cannot wholly be contained from within the funds normally available to the school.
3. In arranging activities for which a voluntary parental contribution may be sought, the County Council expects each school to bear in mind whether the requested contribution is reasonable and within the scope of the majority of parents of pupils at the school.
4. The County Council expects schools to operate within the law and not charge for those activities for which, legally, charges cannot be made. Within these legal constraints, however, the County Council recognises that each school governing body is responsible for its own charging and remissions policy. The County Council would wish to encourage school governing bodies, in determining their policies in this respect, to be mindful of the financial circumstances of pupils and their parents. The County Council would also wish to remind school governing bodies that pupils may be assisted, at the governors' discretion, from the school's budget or other funds at their disposal and that pupils must not be excluded from any school activity that extends or enriches the curriculum for their class or group because they have not made a contribution to the cost.

CHARGING POLICY

General position

5. In recognition of its commitment to free education, Nottinghamshire County Council does not normally charge pupils or parents for any activity which it directly organises, except in the circumstances described in this document.

School governing body responsibilities

6. The responsibility for charging for other school activities, for which charges are permitted under the Education Act 1996, rests with each individual school governing body, although the County Council expects that in determining their charging policies school governors will be mindful of the general principles set out in this document.

Activities organised by the County Council

7. The Council may from time to time directly provide various activities and rehearsals for those pupils at its schools who are members of the LA's 11th session arts workshops. A similar range of activities may be organised for registered pupils who participate in various performance activities organised by the County Council.
8. Pupils participate in these activities on a voluntary basis and the County Council reserves the right to make charges, where these are permitted by the Education Act 1996, in the following circumstances:

Residential activities held during school hours

Charges may be made at the discretion of the County Council for the board and lodging element of any residential activities which take place during school hours. Any such charge will be calculated by reference to the actual cost of providing board and lodging for each pupil; no other costs will be covered by the charge.

Any remission arrangements for activities of this type will be at the discretion of the Director of Children and Young People's Services, except in the circumstances described in paragraph 14 below. No pupil will be excluded from any of the activities due to an inability to pay.

Activities held outside school hours

Charges may be made at the discretion of the Council for these activities. Any such charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils participating in the activity. The cost of other pupils participating in the activity will not be included in the charge. The charge may however include an appropriate element for the following, as appropriate:

- the pupil's travel costs;
- the pupil's board and lodging costs;
- non-teaching staff costs;
- materials, instruments and other equipment;
- entrance fees to places of interest;
- insurance costs;
- the expenses only of any participating teachers engaged on a separate contract for services to provide the activity.

Any remission arrangements for such activities will be at the discretion of the Director of Children and Young People's Services.

The Nottinghamshire Learning Centre (Pupil Referral Units)

9. NCC manages a Learning Centre (PRU) located at 4 main sites across the county, for children with behaviour difficulties, which are not attached to a specific school. The Council's charging and remissions policies for any activities arranged for registered pupils attending these units are explained in the appendix attached to this document.

REMISSION POLICY

10. The Council has determined the following policies which partly or wholly remit certain charges which may be payable by pupils and their parents. The remission policy set out below relates to pupils attending schools maintained by Nottinghamshire County Council and in certain cases is only available to those pupils who actually live in Nottinghamshire.

Sports clothing

11. The Council's school clothing assistance scheme which is under review, currently provides for assistance to be given towards the cost of a pupil's clothing, including sports clothing, where the pupil's parents are eligible for certain benefits and can demonstrate exceptional circumstances. Only pupils who live in Nottinghamshire are entitled to assistance under this scheme.

11th session arts workshops

12. The Council provides a range of 11th session arts workshops for pupils outside normal school hours. Pupils are expected to meet their own travel costs. However, the County Council operates a scheme of financial assistance towards the travel costs of those pupils who are entitled to receive free school meals or school access grants. The current level of assistance given amounts to the full travel costs involved less a defined parental contribution. The parental contributions are reviewed annually.

Outdoor and Environmental education

13. The Council provides a range of day and residential outdoor and environmental education centres for pupils attending Nottinghamshire Council schools. Schools are charged a proportion of the running costs for the centres. These charges are, however, partially remitted, in the case of visits which take place mainly during school hours, to reflect the number of pupils attending who are eligible for free school meals.

Board and lodging charges for residential trips

14. Any charges for board and lodging for a residential trip, within the terms of the schemes outlined above, will be fully remitted either by the Council or the school governing body, depending upon who funds the visit, provided that the activity:
- (i) takes place during school hours, OR
 - (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside school hours

and the parents of the pupil are in receipt of:

- Income Support
- Income-based Job Seeker's Allowance
- An income-related employment and support allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
- The Guarantee element of State Pension Credit

June 2010

NOTTINGHAMSHIRE COUNTY COUNCIL

Charging and Remissions Policy for Nottinghamshire Learning Centre

GENERAL PRINCIPLES

1. The County Council recognises the valuable contribution that a wide range of activities, including visits, residential experiences and clubs, can make towards all aspects of a pupil's education. The Council accordingly wishes to promote and provide as far as possible such activities as part of a broad and balanced curriculum for pupils attending the pupil referral units it maintains.

CHARGES

2. The Council reserves the right to enable these units to make a charge for the following activities which they may organise from time to time.

Residential activities held during the normal hours of the unit

3. Charges may be made for the board and lodging element of those residential activities which take place during the unit's normal hours of opening. Parents will be notified in advance of any such activities which the unit proposes to organise and the estimated cost. Parental consent will be obtained for their children's participation in any such activities for which a charge may be made.
4. Any charge for a particular activity will be calculated by reference to the actual cost of providing the board and lodging for each pupil; no other costs will be covered by the charge. Any remission arrangements for such activities will be at the discretion of the head teacher of the unit EXCEPT in the circumstances described in paragraph 10.

Activities held outside the normal hours of the unit:

5. The unit will endeavour to provide a range of such activities from time to time. These may sometimes include day and residential experiences, and are known generally as 'optional extras'. Charges may be made for these activities EXCEPT where they are provided to fulfil any requirements specified in the syllabus of a prescribed public examination or are required in order to fulfil statutory duties relating to the National Curriculum or to religious education, in which case they are not regarded as optional extras and charges cannot be made (Board and lodging charges may still however be made for any residential activities, subject to the remission arrangements described in paragraph 10 below).
6. Parents will be notified in advance of any 'optional extras' which the unit proposes to organise and the estimated cost. Parental consent will be obtained if their children are to participate in any activities for which a charge may be made.
7. Any charge for a particular activity will be dependent upon the type of activity and its cost and the number of participants. This charge will not exceed the actual cost of providing the activity, divided equally by the number of pupils willing to participate. The cost of other pupils participating in the visit will not be included in the charge. The charge may however include an appropriate element for such items as:
 - the pupil's travel costs;
 - the pupil's board and lodging costs;
 - materials, books, instruments and other equipment;
 - non-teaching staff costs;
 - entrance fees to museums, castles, theatres etc.;
 - insurance costs;
 - the expenses only of any participating teachers engaged on a separate contract for services to provide the 'optional extra'.

Any remission arrangements for such activities will be at the discretion of the head teacher of the unit, EXCEPT in the circumstances described in paragraph 10 below.

8. **Materials and ingredients:** a charge will only be made for any materials and ingredients relating to activities taking place during the unit's normal hours where parents have confirmed in advance that they wish to own the finished product, e.g. in home economics or CDT. Alternatively, parents may be asked to volunteer to provide the ingredients and materials prior to the activity taking place.
9. **Examination fees:** no charge will be made for any prescribed public examination for which a pupil has been prepared by the unit. Charges for other, non-prescribed public examinations or prescribed examinations for which the pupil has not been prepared by the unit will be at the discretion of the head teacher of the unit.

If a pupil fails without reasonable cause to complete the examination requirements of any public examination, prescribed or otherwise, for which the unit has paid, or is liable to pay, an entry fee, the fee will be recovered from the pupil's parents. The examination fees payable by parents in these circumstances may be remitted if the unit is satisfied that the cause of a pupil's failure to complete the examination requirements was reasonable. Each case will be considered on its individual merits. As a general guide, however, the payment of examination fees will only be remitted if a pupil was prevented from completing the examination requirements because of illness or some other very exceptional circumstances.

REMISSIONS

10. The unit will remit in full the charge for board and lodging for any residential activity it organises for the pupil if the activity:
 - (i) takes place within the unit's normal hours of opening, OR
 - (ii) forms part of the syllabus for a prescribed public examination or fulfils statutory duties relating to the National Curriculum or religious education, irrespective of whether the activity takes place within or outside the unit's normal hours of opening.

and the parents of the pupil are in receipt of:

- Income Support
 - Income-based Job Seeker's Allowance
 - An income-related employment and support allowance
 - Support under Part VI of the Immigration and Asylum Act 1999
 - Child Tax Credit, where the parent is not entitled to Working Tax Credit and has an annual income (as assessed by HM Revenue and Customs) that does not exceed £16,190
 - The Guarantee element of State Pension Credit outside the unit's normal hours of opening.
11. Any other remission arrangements for a particular activity or pupil will be entirely at the discretion of the head teacher of the unit. Any subsidy provided by the unit will be met from the funds at its disposal, e.g. the unit's own funds or budget.

VOLUNTARY CONTRIBUTIONS

12. Nothing in this policy statement precludes the head teacher of the unit from inviting parents to make voluntary contributions for the benefit of the unit or in support of any activity it organises, whether during or outside its normal hours of opening. Any contributions sought from parents will be entirely voluntary and pupils must not be treated differently according to whether or not their parents make a contribution in response to any such invitation.

BREAKAGES AND DAMAGE TO PROPERTY

13. The head teacher of the unit reserves the right to seek reparation from parents where their children cause breakages or damage to the unit's property.

REVIEW

14. The County Council will review and amend this policy statement from time to time, as appropriate.

June 2010

DRAFT LETTER/CONTRACT FOR SERVICES

(For school visits and activities which can be regarded as an optional extra)

Dear [name of teacher]

[Brief details/dates of school visit or activity]

On behalf of the school governing body, I am writing to confirm the contract for your services as [teacher in charge of/teacher participating in] the above mentioned visit/activity.

In return for your services, the cost of any board, lodging, travel and other approved expenses you incur in connection with the visit/activity will be met by the school but no additional payment will be made to you.

I should be grateful if you would sign and return to me the attached copy of this letter as confirmation of your acceptance of these arrangements.

Yours sincerely,

Head Teacher

.....

Signed

Date

PRESCRIBED PUBLIC EXAMINATIONS

The following information is taken from the Schedule to the Education (Prescribed Public Examinations) Regulations 1989:

Qualification	Examining Body
General Certificate of Secondary Education in any subject	Edexcel (OCR) Oxford, Cambridge and RSA (AQA) Assessment and Qualifications Alliance (Manchester) (AQA) Assessment and Qualifications Alliance (Guildford) (WJEC) Welsh Joint Education Committee
General Certificate of Education in any subject (Advanced Level (including special papers) and Advanced Supplementary Level)	(AQA) Assessment and Qualifications Alliance (Guildford) (AQA) Assessment and Qualifications Alliance (Manchester) (OCR) Oxford, Cambridge and RSA Edexcel (WJEC) Welsh Joint Education Committee
International Baccalaureate	International Baccalaureate Organisation
Basic test in Arithmetic	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in Computer Awareness	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in English	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in Geography	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in Graphicacy	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in Health, Hygiene and Safety	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in Science	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test in World of Work	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test (special) in Bookkeeping	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test (special) in Electronics	(AQA) Assessment and Qualifications Alliance (Guildford)
Basic test (special) in Geography for Tourism and Leisure	(AQA) Assessment and Qualifications Alliance (Guildford)
Proficiency in Arithmetic	(AQA) Assessment and Qualifications Alliance (Guildford)
English for Business Use	(AQA) Assessment and Qualifications Alliance (Guildford)
Use of English Examination	(OCR) Oxford, Cambridge and RSA
Certificate of Achievement in Mathematics: the SMP Graduated Assessment	(OCR) Oxford, Cambridge and RSA
Additional French	(OCR) Oxford, Cambridge and RSA
Additional German	(OCR) Oxford, Cambridge and RSA
Additional Russian	(OCR) Oxford, Cambridge and RSA

Qualification	Examining Body
Additional Spanish	(OCR) Oxford, Cambridge and RSA
French for Business Studies	(OCR) Oxford, Cambridge and RSA
German for Business Studies	(OCR) Oxford, Cambridge and RSA
Spanish for Business Studies	(OCR) Oxford, Cambridge and RSA
Young Enterprise Achievers' Examination	(OCR) Oxford, Cambridge and RSA
Northern Partnership for Records of Achievement Unit Scheme	(AQA) Assessment and Qualifications Alliance (Manchester)
University Entrance test in English (Overseas)	(AQA) Assessment and Qualifications Alliance (Manchester)
Staged assessment in literacy	(AQA) Assessment and Qualifications Alliance (Manchester)
Numeracy through problem solving	(AQA) Assessment and Qualifications Alliance (Manchester)
Any qualification offered by any of the bodies listed opposite	Edexcel City and Guilds of London Institute (OCR) Oxford, Cambridge and RSA Pitman Examinations Institute The London Chamber of Commerce and Industry Examinations Board Institute of Linguists Educational Trust incorporating the Union of Lancashire and Cheshire Institutes East Midland Further Education Council Northern Council for Further Education
Preliminary Certificate of Modern Language Skills for Work	Institute of European Education, Graded Testing Unit, St Martin's College, Lancaster
Spoken English and Comprehension at Preliminary Level	Arels Examinations Trust
Higher Certificate of Spoken English and Comprehension	Arels Examination Trust
Diploma in Spoken English and Comprehension	Arels Examination Trust
Cambridge Information Technology	(OCR) Oxford, Cambridge and RSA
Certificate of Education	Welsh Joint Education Committee WJEC
Certificate of Office Practice	Welsh Joint Education Committee WJEC
Graded Music Examination (when it forms part of a General Certificate of Education Advanced Level Music examination, but not otherwise)	The Associated Board of the Royal Schools of Music Trinity College of Music, London Guildhall School of Music and Drama London College of Music



**Nottinghamshire
County Council**

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