



**Ministry
of Defence**

**Directorate Children & Young People
Policy Directive 3.2.5**

Charging and Remissions

Version 1.0 Sep 16

Preface

Authorisation

1. This DCYP Policy Directive has been authorised for use by the Director, Children & Young People.

Coherence with other Policy and Guidance

2. Where applicable, this document contains links to other relevant policies (including JSPs and Other Government Departments), as listed below

Related Policy and/or Documents	Title
DfE	Department For Education Charging for School activities Oct 2014

Further Advice and Feedback - Contacts

3. The owner of this DCYP Policy Directive is DCYP Resources Finance Manager. For further information on any aspect of this guide, or questions not answered within the subsequent sections, or to provide feedback on the content, contact:

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Review Date

4. This Policy Directive will be reviewed in Sep 18.

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Scope

1. MOD schools aim to replicate the English maintained school system and reflect the relevant departmental advice on charging in schools. In addition to this MOD schools must comply with rules and regulations on the use of public and non public funds which are applicable to the MOD.
2. This policy clarifies some of the core activates of MOD schools in relation to insurance requirements.
3. This Policy Directive is guidance for MOD schools on the use of Public and Non-Public funds in relation to parental contributions for activities.

Core Business

4. School activities which are part of the schools core business will be fully funded by public funds and do not require insurance as the MOD self-insures.
5. School core business is considered to be delivery of education and curricular activities in line with what schools in England would reasonably be expected to deliver.
6. MOD Schools overseas are also permitted to deliver local cultural experiences and these are considered core business.

Activities and Visits

7. Curriculum enhancing visits and activities delivered as part of the school day are considered core business. Some trips may require earlier starts and later finishes than regular school hours but these can still be deemed part of the school day if at least 50% of the activity has taken place during regular school hours.
8. Schools are to have an annual Rewards and Merits policy, approved by the Senior Principle MOD Schools detailing any other term time activities and visits, this will deem such activities or visits as core business. Parental contributions to any residential trips as detailed below will still apply.
9. School activities that are not required by the curriculum and take place during school holidays are not deemed core business and therefore must be funded in total by parental contribution. Examples of such are Ski-ing trips.
10. Residential Trips in term time which are part of enhancing the curriculum can be a valuable part of the school experience but may not be a compulsory part of the curriculum or religious education. The activity fees and transport costs can be met by public funds. Parental contributions must be sought to cover the cost of food and accommodation.

Parental Contributions

11. Parents can be charged for optional extras in line with the [DfE guidance](#). Charges must not exceed the actual cost divided by the number of pupils participating.

12. For **residential trips** as described in paragraph 10 parents can be charged for food and accommodation¹. Schools Non Public funds may also be used to cover or subsidise these costs with School Governors Committee (SGC) approval. Schools must;

a. Calculate the total food and accommodation costs per child, inform the parent of that total cost and request a parental contribution.

b. If a trip cannot be run without full accommodation and food costs being covered by parents this must be made clear to parents from the outset. The HT must decide if the whole trip is cancelled or those specific children do not attend. The school is to make this clear to parents from the outset.

c. It advised that schools;

(1) Give parents advance notice of any trips in order for them to prepare financially and spread the payments over the months preceding the trip if required.

(2) Encourage parents to contact the school if they have a concern over meeting the cost.

13. Although costs must be met in order to run the trip schools may not want to leave children out if parents cannot or will not pay. It is advised that schools have an agreement with the SGC for using any Non Public funds to subsidise any parents who cannot or will not meet the cost prior to advertising the trip.

¹ Described as 'board and lodging' in the DfE guidance