



CALLINGTON COMMUNITY COLLEGE (FOUNDATION SCHOOL)

EDUCATIONAL VISITS CHARGING POLICY 2004+ (NON-RESIDENTIAL)

(Based on Safety on Educational Visits 2003, Cornwall County Council – Appendix H-LEA Policy on charging)

The four underlying Principles

1. Education in schools should be free.
2. Activities offered wholly or mainly in normal college teaching time should be available to all students regardless of parent's ability or willingness to pay.
3. Optional activities wholly or mainly out of college hours may be charged for at full cost.
4. Voluntary contributions may be invited for any activity offered wholly or mainly in college hours.

Other points

1. "Normal college teaching time" is from the start of the first teaching period to the end of the last teaching period on days when the college is open to students.
2. A visit is deemed to take place out of college hours if over 50% of the predicted duration of the visit is outside normal college teaching time (time of departure to time of return).
3. For voluntary contributions, the letter should make it clear that there is no obligation to contribute and that no student will be excluded because parents are unwilling or unable to pay. However it should also warn parents if the receipt of insufficient contributions might lead to the cancellation of the venture.
4. There is no limit on the level of voluntary contribution nor any restriction on how such contributions are used. Thus voluntary contributions can be used to subsidise students of lesser means and pay any costs incurred for accompanying adults.
5. All monies should be paid into the Finance Office and a receipt will be issued by admin staff.

LOCAL COLLEGE POLICY – COSTING SHEETS

1. A costing sheet must be prepared in advance and submitted with Initial Form A.
2. The normal aim should be to make the estimated costs and estimated income balance so that the visit breaks even.
3. If students are to be intentionally subsidised for a visit, the source of this subsidy should be clearly stated.
4. Unintentional shortfalls may also occur – e.g. through low take up for the visit or fewer voluntary contributions than expected. How such a shortfall would be paid for and the maximum acceptable amount should also be planned in advance and stated on the costing sheet. This will help determine the viability of a visit at a later stage.
5. No visit should be intentionally profit making, but the destination of any unforeseen surplus should be specified at the outset in the costing sheet. The default destination will be the College Private Fund, which could be used to offset any unexpected shortfalls of other visits at the discretion of the Bursar.
6. The original costing sheet will be returned to the visit organiser after approval and copies kept in the Bursar's Office and with John Wheldon (Educational Visits Co-ordinator).