



Ministry
of Defence

DCYP Directive 3.1.5

Charging for School Activities

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General

Authorisation	Director DCYP
Senior Responsible Owner	Chief Education Officer MOD Schools
Point of Contact	SO1 Policy and Assurance MOD Schools DCYP SO1 Policy 01980 61 5143
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Related Policy/Guidance	Department for Education (DfE) Charging for School Activities
	Joint Service Publication (JSP) 462: Charging and Financial Management Policy Manual Joint Service Publication (JSP) 800: Defence Movements and Transport Policy
	2019DIN01-114 30 Hours Free Child Care (updated Jun 20)

Introduction

1. MOD schools and settings overseas will mirror, where reasonably practicable, Department for Education statutory direction and guidance for charging and remissions and Defence policy contained in JSP 462: Charging and Financial Management Policy Manual.
2. The following principle applies to charging for school/setting activities and the use of public funds:
 - a. No child should be excluded from an activity on the grounds of cost.
3. Activities conducted within the school premises, delivering and directly supporting the delivery of the school Curriculum are considered core business and are fully funded by public funds.

Aim

4. This directive provides direction to MOD schools and settings overseas on the activities that a school/setting may charge for.

Scope

5. This directive applies to activities outside of the core education curriculum delivered by MOD schools and settings. Education in MOD schools and settings is funded for entitled Defence personnel, and non-entitled parents are charged for their child(ren)'s education, in accordance with JSP 342: Education of Service Children and Young People.
6. This directive is applicable to all MOD schools and settings overseas; elements of this Directive will only apply to provision within a school.
7. The Queen Victoria School (Dunblane) will follow Scottish National statutory guidance for charging and remissions, the School's Constitution and Royal Warrant and this directive where it is complementary.

Roles and Responsibilities

8. Head teachers and Setting Managers are responsible for applying the direction laid out in this directive.

Education

9. **MOD schools cannot charge for the following:**
 - a. The admission application;
 - b. Education provided during school hours¹;
 - c. The supply of any materials, books, instruments or other educational equipment used in the provision of education during school hours;
 - d. Education provided outside of school hours where it is part of the national curriculum² or is part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school; or part of religious education;
 - e. Instrumental or vocal tuition for pupils learning individually or in groups unless the tuition is provided at the request of the pupil's parent;
 - f. Entry for a prescribed public examination where the pupil is being prepared for it at the school and;
 - g. Examination re-sit(s) where the pupil is being prepared for the resit(s) at the school³
10. **MOD early years/childcare settings cannot charge for:**

¹ 'school hours' for example, the timings of a standard school day e.g. 8:30am to 3:30pm.

² 'part of the national curriculum' is not restricted to learning outside the classroom experiences that are specifically subject based and may include activities designed to fulfill requirements under the national curriculum 'inclusion statement'.

³ In circumstances where the pupil fails without good reason to meet any examination requirement for a syllabus, the fee can be recovered from the pupil's parents.

- a. Provision that is delivered in accordance with the entitlement to free early years/childcare as laid out in 2019DIN01-114 30 Hours Free Child Care (updated Jun 20).
- b. The supply of any materials, books, instruments or other educational equipment used in the provision of education during school hours;
- c. Instrumental or vocal tuition for pupils learning individually or in groups unless the tuition is provided at the request of the pupil's parent;

11. MOD schools and settings will levy a charge for:

- a. Extended day care services offered to pupils.
- b. Any provision (extended day care) that is delivered outside of the free entitlement to 15- or 30-hours free childcare as laid out in 2019DIN01-114 30 Hours Free Child Care (updated Jun 20).

Optional Extras

12. MOD schools can charge for activities that are known as 'optional extras'. Where these activities are being provided, a charge can be made for providing materials, books, instruments, or equipment and associated costs. MOD settings can charge for optional extras as detailed in this directive, where they are applicable to early years. Optional extras are:

- a. Activities which are not part of the National Curriculum. This includes; adventurous training and skiing;
- b. Preparing students for non-prescribed public examinations where the preparation takes place outside school hours⁴;
- c. Examination entry fee(s) where the registered pupil has not been prepared for the examination(s) at the school;
- d. Transport for activities that are not required to take the pupil to school or to other premises where the MOD have arranged for the pupil to be provided with education (for example, transport required to deliver the national curriculum or a part of the syllabus leading to a prescribed public examination that pupils are being prepared for at the school, or part of religious education) All transport is to be arranged in accordance with JSP 800: Defence Movements and Transport Policy.
- e. Board and Lodging for a pupil on a residential visit;
- f. Costs of materials, ingredients, equipment when parents have indicated in advance that they wish to own the finished product. This will apply in particular to Food Technology/Textiles, Design Technology, Construction, Art/Ceramics and Photography but may in special circumstances apply to other subjects;

⁴ For example, the use of school facilities, school grounds or staff.

- g. Parents may be asked to meet the costs of breakages, damage or loss resulting from a pupil's negligence;
 - h. Community facilities⁵;
 - i. Music and vocal tuition where the tuition is at the request of the pupil's parent and is not an essential part of the national curriculum or provided under the first access to the key stage 2 Instrumental and Vocal Tuition Programme. Charges may not exceed the cost of the provision including cost of staff providing the tuition;
13. In calculating the cost of optional extras, MOD schools may include an amount in relation to:
- j. **Non-teacher Costs.** In cases where non-teaching MOD staff are involved in support activities, outside their normal duties (for example supervision of out-of-hours activity, e.g. day or residential trips), the MOD reserves the right to charge a suitable levy;
 - k. **Teacher Costs.** In cases where teaching staff are engaged under contracts for services purely to provide as an optional extra (for example residential trips, overseas trips that include travel and subsidy), this includes supply teachers engaged specifically to provide the optional extra;
 - l. **Books on Loan.** Non-return of books (library or curriculum): lost books will be charged at the full replacement costs;
 - m. **Materials and Equipment.** Any materials, books, instruments, or equipment, where the student's parent wishes him/her to own them;
 - n. **Clothing.** All school uniform, shoes, sports kit and protective apron and/or goggles at cost if provided by the school;
 - o. **Representative Activities.** There may be a charge when a pupil represents the school in an organised activity (e.g. as a member of a school team). Any charge will be at the School's discretion, but will not be greater than the total cost of the activity (including transport), divided between the number of pupils taking part;
 - p. **Work Experience.** In accordance with the Education Reform Act 1988, the MOD expects that the travel costs from home to place of work are met by parents when students are on work experience placements.
 - q. **Extended Day Services.** Extended day services offered to students (for example breakfast club, after-school clubs, tea and supervised homework sessions).

Extended Day Care

14. Extended Day Care (EDC) is a means of the MOD offering parents the equivalent to English nursery provision overseas, this provision runs on a self-funding basis and can only be provided where it is financially viable to do so. It is currently being offered in most MOD Schools. As per current English legislation, entitled parents can send their 3 to 4-year-old

⁵ The powers to provide community facilities are under s27(1) of the Education Act.

children to a MOD Schools nursery setting for 3 hours a day / 15 hours a week free of charge, but any additional hours accessed after that are chargeable. The 2016 Childcare Act provides for an extension of the current entitlement and offers an additional 15 hrs per week for 38 weeks of the year of free childcare for children that are eligible, with effect from 1 September 2017.

15. EDC provision is run on a capacity basis only. Places are allocated on a first come first served basis. HQ DCYP reserves the right to close an FS1 setting or school at any time. If this becomes necessary, as much notice as possible will be given and a proportionate amount of the fees may be refunded. A refund of school fees may also be made if for any reason, e.g. an infectious disease, the school is closed for a period of five or more consecutive school days. Guidance for fees and payment of EDC can be found at Annex A. EDC pupil admissions registration form is attached at Annex B.

Transport

16. Parents of children who are attending on a non-entitled, fee-paying basis will need to be made aware of the charges associated with transport on Military Transport (Road and Air) where their children are taking part in a residential visit to meet National Curriculum requirements. Payment for flights on Military Air Transport will be required at the point of departure and collected by the school as part of the trip costs. For further information please refer to JSP 800: Defence Movements and Transport Policy.

17. Charges are not to be made for transport costs that:

- a. Enable a pupil to meet the requirements of the curriculum, or a syllabus or a prescribed public examination. This includes essential travel costs to the United Kingdom border where it is specifically to fulfil explicit requirements of the curriculum and where curriculum requirements cannot be met in location, or a syllabus of a prescribed public examination.
- b. Are provided in connection with an educational visit.

Voluntary contributions

18. Parents and carers may be asked to make voluntary contributions to fund certain activities wholly or partly in school time, which would be otherwise prohibited. The following conditions will apply:

- a. The amount requested is not to be greater than the total cost of the trip divided between the number of pupils taking part;
- b. There will be no obligation to contribute. If sufficient contributions in order to cover the required costs are received all children will take part in the specified activity. If sufficient contributions are not received, then the activity may not be able to run;
- c. An initial letter will be sent to parents, outlining the activity and costs;
- d. Parents are to be informed that the trip/activity will not proceed if not fully funded by the total of any subsidy and parental contributions;

- e. If parental contributions exceed the final cost of the trip, refunds of the excess are to be offered to parents for each pupil;
- f. The membership of the group is to be determined before contributions are invited subject, if necessary, to oversubscription criteria as specified in the trip letter to parents;
- g. Pupils will not be treated differently if parents do not contribute;
- h. Contributions will cover the costs of supervision.

Remissions

19. Where a school or setting is considering remitting (wholly or partly) any charge which would otherwise be payable in accordance with this charging Directive, remittance must be made in accordance with MOD direction and guidance laid out in JSP 462: Charging and Financial Management Policy Manual; in particular schools and settings are required to follow the MOD's policy on subsidising. Advice and guidance on remissions should be sought from DCYP HQ Civil Secretary.

Activities partly during school hours

20. Where an activity takes place partly during and partly outside school hours, schools will need to determine whether the activity is deemed to take place either inside or outside school hours. A charge can only be made for the activity outside school hours if it is:

- a. Not part of the national curriculum;
- b. Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school;
- c. Not part of religious education.

Non-residential visits

21. **Where 50% or more of the time spent on the activity occurs during school hours, it is deemed to take place during school hours.** Time spent on travel counts in this calculation if the travel itself occurs during school hours. School hours do not include the break in the middle of the day. No charges may be made for the visit; either activities or transport.

22. **Where less than 50% of the time spent on an activity falls during school hours, it is deemed to have taken place outside school hours.** For example, an excursion might require pupils to leave school an hour before the school day ends, but the activity does not end until late in the evening. The full cost of the visit may be charged.

Residential visits

23. Where the number of sessions taken up by the visit is equal to or greater than 50% of the number of half days spent on the visit, it is deemed to have taken place during school hours (even if some activities take place late in the evening). A 'half day' means any period of 12 hours ending with midday or midnight on any day. For example:

- a. pupils are away from midday on Wednesday to 9pm on Sunday – this will count as 9 half days, so the visit is deemed to have taken place during school hours;
 - b. pupils are away from midday on Thursday until 9pm on Sunday – this will count as 7 half days, so the visit is deemed to have taken place outside of school hours.
24. Charges cannot be made for supply teachers to cover for those teachers who are absent from school accompanying pupils on a residential visit.
25. Charges can be made for board and lodging; the charge must not exceed the actual cost.

Fees and Payment for EDC

1. In order to provide sustainable EDC for your child, fees are charged for each session the child is registered to attend. To facilitate this in the most efficient manner and in an order that embarrassment can be avoided on both sides, parents and carers are requested to note the following regulations that relate to payment of EDC fees:
 - a. Fees are reviewed regularly;
 - b. Parents and carers will ordinarily receive one invoice each month. Credits for non-attendance of booked sessions will not be issued;
 - c. Payment for EDC provision is paid in advance. A detailed invoice will be raised and sent out for payment to be made;
 - d. Payment is due by the first working day of the month to which the invoice relates. Repeated failure to pay invoices within the required time frame will result in your child being unable to attend the setting;
 - e. Your child's place is retained during periods of absence whether through illness or holiday and will be charged at the standard rate;
 - f. Parents and carers are required to provide 4 weeks notice, in writing of any increases or decreases of sessions for their child. Failure to give notice of a decrease in sessions will result in charges for childcare. Any increases that can be accommodated will be charged with on the next months invoice;
 - g. Parents and carers are required to provide 4 weeks notice in writing when their child's place is no longer required. Failure to give notice will result in charges;
 - h. DCYP aim to give one month notice in writing of any changes in childcare fees;
 - i. DCYP will recover any amounts overdue for payment; for Service personnel action will be taken to recover the money by 2 months direct from the parent's salary via JPA at the standard recovery rate (which is 4 days gross pay);
2. The settings that participate in this scheme individually send an attendance sheet to the finance team on a monthly basis, with the names of the children and hours attended, which will then be added to a master spread sheet.
3. Each parent has an individual SDV (Supplier/Debtor Validation) code which we use to generate the bills. When new children attend the setting their parents will need to be added to SDV to generate a billing number.

4. Tax-Free Childcare (TFC) is a Government scheme introduced on 21 April 2017 to help working parents with the cost of childcare and will, over time, replace the Armed Forces Childcare Voucher Scheme (AFCVS). For parents already registered under the AFCVS to pay by SODEXO vouchers, they will need a Carer ID, this is 169974, the name is MOD Schools Nurseries, and postcode BFPO 113. **Please ensure that your Debtor Code is quoted on all payments to enable swift allocation to your account.**

5. The AFCVS closed to new joiners on 4 October 2018, [AFCVS DIN](#). Since 5 October 2018, only TFC is available to new joiners. Details of the TFC scheme for eligible working parents are outlined in the [Tax-Free Child Care DIN](#), accessible via the Defence Intranet.

EDC Provision Requirements

6. Setting managers are to insert their session times in the table below.
7. Parents are to annotate the EDC sessions required for their child below.

Session Times	Monday	Tuesday	Wednesday	Thursday	Friday

Acceptance Declaration	
I confirm that I have read and accept the terms and conditions above in respect of (insert child's name) being admitted to the FS1 setting as an EDC pupil and that the EDC requirements above are correct.	
Parent's Signature:	
Print Name:	
Date:	