

## CATEGORIES OF TRIPS AND CHARGING POLICY IN LINE WITH DfE ADVICE

	RESIDENTIAL	NON-RESIDENTIAL	DURING SCHOOL HOURS	OUTSIDE SCHOOL HOURS	CHARGING POLICY
ESSENTIAL ***	✓		✓		Accommodation only (exemption for those on benefits). Voluntary contribution (VC) sought and the school budget meets any shortfall
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		✓	✓		No charge to be levied but voluntary contributions sought and the school budget meets any shortfall.
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NON-ESSENTIAL ****	✓		✓		Accommodation only (exemption for those on benefits). Voluntary contribution (VC) sought to cover costs or trip not to run if costs cannot be covered through VC.
	✓			✓	All charges for the trip to be levied. No profit to be made. Trip will not to run if costs cannot be covered by charges levied.
		✓	✓		No charge to be levied but voluntary contributions sought to cover costs or trip not to run if costs cannot be covered through VC.
		✓		✓	All charges for the trip to be levied. No profit to be made. Trip will not to run if costs cannot be covered by charges levied.

**DURING/OUTSIDE SCHOOL HOURS**

If 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 school day. Where less than 50% of the time spent on an activity falls during school hours, it is deemed to take place outside school hours. So a trip might require students to leave an hour before the school day ends, but the activity does not end until late in the evening.

If the number of school sessions taken up by the visit is = to or > 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). Regulations require the school day to be divided into two sessions, a half day means any period of 12 hours ending with noon or midnight on any day.

\*\*\* in preparation for prescribed examinations, part of the National Curriculum or statutory RE

\*\*\*\* of educational value but not essential to the National Curriculum, statutory RE or preparation for prescribed examinations

**Transport** provided by the school in school hours (essential or non-essential) must be free of charge to users, though a voluntary contribution may be requested.