

# Charging Policy for Venn Academy Trust

Reviewed By	Approved By	Date of Approval	Version Approved	Next Review Date
Finance	Board	17/10/16		
Finance	Board	09/07/18		

## **1 Introduction**

All the education Venn provides during normal school hours is at no charge to pupils. We do not charge for any activity undertaken as part of the National Curriculum.

## **2 Aims and Objectives**

The purpose of this policy is to :

- set out what Venn Academies have the right to charge for, via a voluntary contribution from parents/carers;
- clarify how charges will be determined, so parents and carers understand why requests for payment are sometimes made for some activities.

## **3 Voluntary contributions**

3.1 When organising school trips or visits to enrich the curriculum and the educational experience of the children, our academies reserve the right to invite parents and carers to contribute to the cost. All contributions are voluntary. If we do not receive sufficient voluntary contributions, we may cancel a trip. If a trip goes ahead, it may include children whose parents or carers have not paid any contribution. We do not treat these children differently from any others.

3.2 If a parent wishes their child to take part in a school trip or event, but is unwilling or unable to make a voluntary contribution, we do allow the child to participate fully in the trip or activity. Sometimes our academies pay additional costs in order to support the visit. Parents and carers have a right to know how each trip is funded, and the school provides this information on request.

3.3 The following is a list of additional activities, organised by our academies, which may require voluntary contributions from parents and carers. These activities are known as "optional extras". This list is not exhaustive:

- visits to museums;
- fieldtrips and research visits;
- sporting activities which require transport expenses;
- outdoor adventure activities;
- visits to or by a theatre company;
- musical events.

3.4 Specific Academy charging policies for the following activities and items can be obtained from the relevant Academy:

- Residential visits (in school time)
- Music Tuition
- Swimming
- Additional sports coaching
- Additional Clubs/ Activities.
- Pre-Nursery, Nursery and Foundation Stage
- School Uniform
- Acts of vandalism or negligence



- Examination fees
- Staff Uniforms.

#### **4 Remissions**

4.1 Where the parent of a student is in receipt of qualifying state benefit(s), our academies reserve the right to remit in full the cost of board and lodging for any residential activity that is organised for the student and which takes place within school time. This will also be the case where the residential activity forms part of the syllabus for a public examination.

4.2 The Academy may remit charges in full or in part to other parents after considering other specific hardship cases. The Trustees invites parents to apply, in the strictest confidence, for the remission of charges in part or in full. The Head of School will authorise remission in consultation with the Chair of Governors.

#### **5 Monitoring and review**

This policy is monitored by the governing body, and will be reviewed every three years or sooner if necessary.

**Adopted by Venn Academy Trust Board on .....**

**Chair of Venn Academy Trust Board .....**

**Venn Academy Trust Board Trustee .....**

**Next Review Date .....**