



Charging & Remissions Policy

(Trust wide)



1	Summary	Charging and Remissions Policy	
2	Responsible person	DoF	
3	Accountable SLT member		
4	Applies to	<input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
5	Who has overseen development of this policy		
6	Who has been consulted and recommended policy for approval		
7	Approved by and date	Finance, Audit and Risk Committee (Autumn 2025)	
8	Version number	Three	
9	Available on	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)		
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff	
12	Date of implementation (when shared)	Autumn 2025	
14	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	



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1 Purpose

- 1.1 The purpose of this policy is to set out the circumstances under which Venn Academies may charge for activities, ask for voluntary donations or grant a remission of normal charges.
- 1.2 The policy will clarify how charges will be determined, to assist parents and carers in understanding why requests for payments are made for some activities.

2 Statutory Position

- 2.1 This policy will have consideration for, and be compliant with, the following legislation and statutory guidance:
 - Education Act 1996.
 - The Charges for Music Tuition (England) Regulations 2007.
 - The Education (Prescribed Public Examinations) (England) Regulations 2010.
 - DfE 'Charging for school activities'.
 - DfE 'Governance handbook'.
 - 'Our Funding Agreement'.
 - ESFA 'Academy trust handbook'

3 Voluntary Contributions

- 3.1 The education provided by the trust during school hours will be free but, on some occasions, a voluntary contribution towards the costs of an activity may be requested by the academy.
- 3.2 When organising school trips or visits which enrich the curriculum and educational experience of the children, our academies will request a contribution to cover the costs. All contributions are voluntary. If insufficient voluntary contributions are received activities may be cancelled.
- 3.3 The following is a list of additional activities organised by our academies which may require voluntary contributions from parents and carers. This list is not exhaustive:
 - visits to museums, field trips and outdoor adventure activities;
 - visits to or by a theatre company;
 - musical events



- residential visits
- music tuition

4 Chargeable Activities

- 4.1 School meals are charged at £1.70 per meal from year 3 upwards. There is no charge for children who are entitled to free school meals or infant free school meals. Payments are required through the schools payment system.
- 4.2 School Milk (primary settings) is provided free of charge to children under 5. Other milk is charged per carton.
- 4.3 Examinations are part of the curriculum. Charges only apply to resits and if the registered pupil is not on the school role.
- 4.4 Wraparound care (breakfast and afterschool clubs) charges are set by the school and should be paid in advance.
- 4.5 Residential trip charges will comprise of board, lodgings and travel as well as additional activities.
- 4.6 Uniform is charged at a minimal level to cover the costs incurred by the school.
- 4.7 Damage to trust properties which results in a cost of repair or replacement may be charged for if it has been wilfully damaged by the pupil.

5 Remissions

- 5.1 In some circumstances the academy may not charge for items or activities. Where the parent of a student is in receipt of qualifying state benefits, our academies reserve the right to remit the full or partial cost of board and lodging for any residential activity that is organised for the student and which takes place within school time.
- 5.2 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 principal will authorise remission in consultation with the Chair of Governors.
- 5.3 Children of families in receipt of qualifying benefits are entitled to free school meals.