



## Charging and Remissions Policy

Date Ratified: 8th February 2024

Date Policy due to be reviewed: February 2026

Committee Responsible for policy: Board of Governance

Geraldine Kelly – Chair of the Board of Governors

A handwritten signature in blue ink that reads "Geraldine Kelly".

Review No:	Date	Summary of Changes	Reviewer
1			
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## **Charging and Remissions Policy**

### **1. Aim**

The Ridge Employability College recognises the valuable contribution that the wide range of additional activities, including after college clubs, out of college trips, residential and experiences of other environments, can make towards a learner's all round educational experience and their personal and social development. (Throughout this policy, the term "parent/carer" means all those having parental responsibility for a learner.)

### **2. Purpose of the policy**

To clarify the position on charging for activities and equipment.

### **3. Charging**

The college wishes to see the curriculum enriched as far as possible for the benefit of all learners. It recognises that whatever public funds are made available, they will never be sufficient to fund all desirable activities at the required level. The college therefore reserves the right to make a charge in the following circumstances for activities organised by the college:

- College trips and residential in college time: the board and lodging element of the residential experience.
- Activities outside college hours: the full cost for each learner of journeys, trips and overnight stays in the United Kingdom and abroad which take place at weekends and during holidays, which are deemed to be optional extras;
- Acts of vandalism and negligence: The college reserves the right to recover part, or the whole cost, of damage to buildings or equipment which is the result of vandalism or negligence by a learner;
- Examination fees: if a learner has not regularly attended the lessons for a particular examination subject, the examination fee may be requested, refundable if the learner attends the examination.

If, without a medical certificate explaining the reason, a learner fails to complete examination requirements for any public examination for which the college has paid an entry fee, the college may seek to recover the fee from the parent/carer.

There may be a charge for examination entry where there is a request from the parent/carer for additional subject entries to be made which are not supported by the College.

### **4. Remissions**

The college will apply the statutory minimum remissions to any charges made. However, no learner shall be placed at an educational disadvantage because of a parent's unwillingness or inability to contribute. In the case of particular need, remission outside these parameters will be at the absolute discretion of the Head of college. The college may remit charges in full or in part to other parent/carers after considering specific hardship cases. The college invites parent/carers to apply, in the strictest confidence, for the remission of charges in part or in full. The Head of college will authorise remission in consultation with the Board of Directors

### **5. Insurance**

Any insurance costs will be included in charges made for trips or activities.

## **6. Voluntary contributions**

Nothing in this policy statement precludes the college from inviting parent/carers to make voluntary contributions. However, the college is very clear that any such contributions are voluntary; that learners of parent/carers who do not contribute will not be discriminated against. If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

## **7. Procedure**

Procedures to support this policy are appended.

## **8. Monitoring, Evaluation and Review**

The Head of college will lead on the implementation of the policy. This individual will monitor the effectiveness of this policy and procedures and where necessary, make recommendations to the Board of Directors for improvement.

## **APPENDIX**

### **Charges**

The college makes no charge for:

- lessons
- textbooks and equipment
- initial entries to public examinations
- activities, which are essential to the curriculum and take place within college hours

Financial assistance may be available, please ask the Head of college. Parental/carer contributions will be requested for some activities, which are not essential to the curriculum or which take place partly outside college hours. No learner may be excluded from such an activity if his/her parent/carers have not contributed. However, if insufficient voluntary contributions have been made, then the activity will have to be cancelled. If any family is in receipt of Universal Credit, Income Support or Family Credit, then the full cost of board and lodging will be met by the college. Some activities fall entirely outside college time and for these a charge will be levied. Any families requiring financial assistance should they have difficulty meeting the full costs should ask to speak to the Head of college. Charges can also be made for materials and ingredients where parent/carers agree, in advance, to own the finished product.