28. Charging and Remissions Policy

Date ratified: 24th February 2026

Date policy to be reviewed: February 2028

Committee responsible for policy:

Board of Governors Geraldine Kelly — Chair of the Board of Governors

Review No.	Date	Summary of Changes	Reviewer
1	Feb 2026	Definition of terms, Appendix updated	MA

Charging and Remissions Policy

1. Aim

The Ridge Employability College (TREC) recognises the valuable contribution that the wide range of additional activities, that includes community engagement, after college clubs (ACC), college trips, residentials 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 terms

"parent/carer" means all those having parental responsibility for a learner.

"charge" cost paid by the learner/parent/carer.

"remissions" where charges are waived or reduced.

2. Purpose of the policy

To clarify the position on charging for activities and equipment.

3. Charging

The college aims to enrich the curriculum for the benefit of all learners. It recognises that whatever public funds are made available, this may not 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 TREC:

• College trips and residentials 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.

Charges

The college makes no charge for:

• lessons

• textbooks and equipment

• initial entries to public examinations (subject to Point 3 exceptions ref attendance)

• activities, which are essential to the curriculum and take place within college hours

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 Finance Committee.

5. Insurance

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

6. Voluntary contributions

If a trip is dependent on voluntary contributions and if insufficient contributions are received the trip may be cancelled.

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 or parent/carers who do not contribute will not be discriminated against.

7. Procedure

Procedures to support this policy are administered by Head of College.

8. Monitoring, Evaluation and Review

The Head of College will lead on the implementation of the policy. Head of College, will monitor the effectiveness of this policy and procedures and where necessary, make recommendations to the Finance Committee for improvement.

APPENDIX

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.

Charges can also be made for materials and ingredients where parent/carers agree, in advance, to own the finished product.