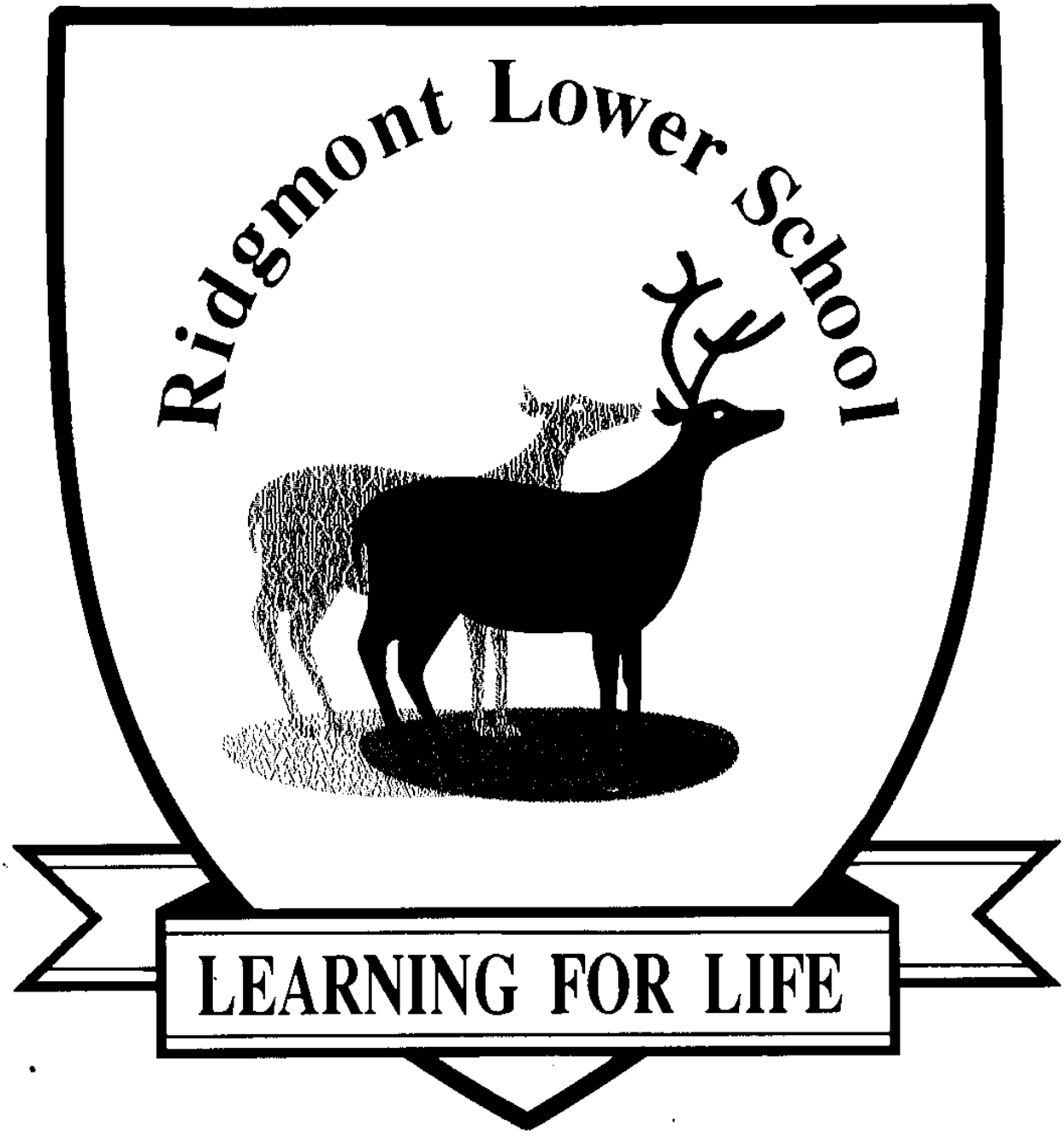

Charging & Remissions Policy

Written	February 2003
Reviewed ~~& Updated~~	Autumn 1 2026
Next Review Date	Autumn 1 2027

Charging & Remissions Policy

(Education Reform Act 1998: Policies on Charges and Remission of Charges for School Activities)

Rationale

The Governing Body is required by Section 110 of the Education Reform Act 1988 to determine the policies for

- Making charges for school activities which are permitted by Section 109 of the Act (its Charging Policy)
- Remitting such charges (its remission policy)

These policies will be no less generous than

- The policies of the Authority on charging for activities and remission of charges at its own residential centres
- The arrangements made by the Authority for individual tuition in the playing of musical instruments

Charging Policy

Optional Extras

Section 106 of the Act confirms the principle that education provided by any maintained school for its registered pupils should be free of charge if it takes place during school hours. Ridgmont Lower School hours are defined as 0900hrs to 1500hrs.

Where education is provided for registered pupils, outside school hours, and is not required as part of a syllabus for a prescribed public examination, or specifically to fulfil statutory duties relating to the National Curriculum or Religious Education, such education is defined as part of the Act as an optional extra and charge may be made. Where an activity takes place partly during and partly outside school hours, it will be deemed to take place wholly during or wholly outside school hours in accordance with the provisions of Section 107 of the Act.

Charges will be made for optional extras and may include an appropriate element for:

- A pupil's travel costs
- A pupil's board and lodgings costs
- Materials, books, instruments or other equipment
- Non teaching staff costs

- Entrance to museums, castles, theatres, etc.
- Teaching staff costs, including the cost of travel and board and lodging, where a teacher/instructor has been engaged specifically for the purpose of providing the activity
- Visiting groups/performers to the school

The charge levied for each optional extra shall not exceed the total cost of the activity.

The cost of an optional extra will be determined on the basis of the cost to each individual pupil participating in the activity. The amount of any extra charge shall be payable by the pupil concerned, although participation in any optional extra must be subject to parental agreement.

Board and Lodging

In all instances where a school activity involves pupils in nights away from home, a charge will be levied to meet the cost of board and lodging, except in those cases where the remissions policy is applicable.

Remissions Policy

Section 110 of the Act requires that pupils whose parents are in receipt of those benefits which would make them eligible for free school meals may not be charged for board and lodging for participating in a residential visit which forms part of the syllabus for a prescribed public examination or is provided specifically to fulfil statutory duties under the National Curriculum. In circumstances of financial hardship where pupils do not qualify for free school meals, an application for remission of fees would be at the discretion of the Headteacher.

Voluntary Contributions

The existence of policies on charging and remission of charges does not prohibit voluntary contributions being sought for the benefit of any school. In making a request or invitation for voluntary contributions, it must be made clear that there is no obligation to contribute and no child will be excluded as result of non-payment.

Pupils whose parents are in receipt of benefits allowing them free school meals may not be charged for specific activities which are deemed by the governing body as being part of the school curriculum. In circumstances of financial hardship where pupils do not qualify for free school meals, parents are encouraged to speak with the Headteacher.

Activities Arranged By A Third Party

None of these policies apply in instances where a third party levies a charge direct on parents in return for services provided in accordance with the terms of Section 118 (4) of the Act, unless the child is in receipt of Pupil Premium Grant.