RICARDS LODGE HIGH SCHOOL

Charging and Remissions Policy

PUBLISHED

May 2026

Ricards Lodge High School - Governing Board Approved Policy	
Date written/last review	Reviewed May 2026
Approval level	Finance Committee
Date of next review	May 2027
Add to website Y/N	Yes

Contents

Contents **1**
Policy on Charges for School Activities **1**
DEFINITIONS 1
1. Admission 1
2. Prescribed Public Examinations 2
3. Optional extras 3
4. Definition of Optional Extras 3
5. Residential Trips 4
6. Music Tuition 4
7. Requests for Proof of Identity 5
Appendix 1 **5**

Policy on Charges for School Activities

This policy is based on advice from the Department for Education (DfE) on charging for school activities and the Education Act 1996, sections 449 to 462 of which set out the law on charging for school activities in England. The Dfe Guidance 2018.

we aim to:

- maintain the right to free school education.
- emphasise that there is no statutory requirement to charge for any form of education or related activity, but we recognise that we have the discretion to charge for optional activities.
- Confirm the right to invite voluntary contributions for the benefit of the school, or in support of any activity organised by the school, whether during or outside school hours.
- A record is kept of all monies received.

DEFINITIONS

Charge: a fee payable for specifically defined activities

Remission: the cancellation of a charge which would normally be payable

1. Admission

1.1. There is no charge for admission to Ricards Lodge

1.2. The School requests a voluntary contribution to our School Fund of £50.00 per year for students in KS3 and KS4 and £50 in RR6. From the School Fund the school purchases items which benefit the school community, enhancing our educational provision and improving our environment. Appendix 1

1.3. Parents are expected to ensure that students are dressed in school uniform.

1.4. The blazer, PE t shirt and shorts are monogrammed with the school logo, if students wish to wear and can only be purchased from our supplier School Uniform Direct, Unit 5 Mitcham Industrial Estate, Streatham Road, Mitcham, CR4 2AP, https://www.schooluniformdirect.co.uk

The remainder of the uniform can easily be bought from most major chain stores.

1.5. Parents are expected to provide each student with basic equipment including a suitable school bag, fountain pen, pen, pencil, ruler, eraser and mathematical equipment.

1.6. Parents are invited to purchase a laptop for their child at the point of enrolment. The price of the laptop will be fully explained to parents with options for payment plans that allow parents to spread payments across time. The Governors will be responsible for approving the cost of the laptop and ensuring equality of opportunity and affordability in any options taken. This is not a compulsory item and children of families who choose not to purchase the laptop will have a laptop provided through our daily access programme.

1.7. School equipment should be treated with care. The school reserves the right to ask parents to make a contribution towards the cost of repair/replacement of property, equipment and computer software broken or damaged by students.

2. Prescribed Public Examinations

2.1. The Headteacher is required to enter students for each prescribed public examination for which they have been prepared for by the school, except where in the opinion of the Headteacher, there are educational reasons for not doing so, or where the student's parents request in writing that the student should not be entered. The Headteacher will inform parents in writing as soon as practicable after deciding for which examination a student should be entered so that parents have the opportunity to comment on the decisions.

2.2. The cost of all fees for prescribed examinations shall be borne by the school, except where:

2.3. The Headteacher has determined that the student concerned shall not be entered for an examination for educational purposes:

2.4. The Headteacher agrees to enter a student for a prescribed examination for which she has not been prepared by the school.

2.4.1. If a student fails without good cause to complete the examination requirements for any public examination for which the school has paid, the fee shall be recovered from the

parents by the school. So far as the school is concerned, a student shall be deemed to have failed to complete the examination if she fails:

- to complete the controlled assessment coursework requirements without good reason, and/or
- to take one or more oral, practical or written examinations without good reason.

The determination of what constitutes "without good reason" shall be a matter for the school only in cases where the school is responsible for bearing the cost.

The Headteacher will consider each case on its merits, reach a decision and inform the parents of the charge levied and the reason for it.

In cases where a student is identified by the school as benefiting from re-taking a Public examination then the cost of one re-take only will be borne by the school.

2.5. Any additional re-takes or requests by parents to scrutinise examination results will be paid for by the parents.

3. Optional extras

3.1. Participation in any optional extras will be on the basis of parental choice and a willingness to meet such charges as are made. Any charges made may not exceed the cost of the provision of the optional extra.

4. Definition of Optional Extras

Optional Extras are:

4.1. Not part of the National Curriculum;

4.2. Not part of a syllabus for a prescribed public examination that the pupil is being prepared for at the school.

4.3. Are activities which take place wholly or mainly out of school hours.

4.4. A non residential activity shall be deemed to take place out of school hours if 50% or more of the whole time spent on the activity occurs out of hours.

4.5. In the case of a residential activity, if the number of school sessions is less than the 50% of the number of half days taken up by the activity, the activity is deemed to have taken place out of school hours.

4.6. If a student withdraws from an activity the deposit paid will not be refunded unless their place is taken up by another student

4.7. In calculating the cost of optional extras an amount may be included in relation to: ● a student's travel costs

● a student's board and lodging costs

● any materials, books, instruments and other equipment

4.8. Within the limitations of the Act, the Governing Body will determine on the advice of the Headteacher, whether any charge should be made and, if so, the amount. The full cost will normally be charged for each student, taking account of the terms of Income Support, Income based Job seekers allowance, support under part VI of the Immigration and Asylum Act 1999 and Child Tax credit act.

5. Residential Trips

5.1. Students are expected to pay for residential trips which take place out of school hours.

5.2. Payment includes travel, board and lodging as specified in the itinerary and insurance. It may also include materials, books, instruments or other equipment, entrance fees to museums, castles and an allowance for fluctuations in currency and banking charges.

5.3. If the trip is regarded as taking place within school hours the school will ensure that they inform parents whose daughter is in receipt of the Pupil Premium of the support available to them when being asked for contributions towards the cost of school visits.

5.4. For optional residential trips (like your week-long trip to France), you can charge for board and lodging, and this is considered an 'optional extra' The Key Leaders. This means the price per child can include a share of the costs to the school of staff attending and supervising the trip out of hours.

5.5. The charge for any optional extra trips must not exceed the actual cost of providing it. This means the school may include:

5.5.1. Staff accommodation costs

5.5.2. Staff meals and subsistence

5.5.3. Staff travel costs

5.5.4. Any other direct costs associated with staff supervision

6. Music Tuition

6.1. Although the law states that all education provided during school hours must be free, music lessons are an exception to this rule.

6.2. Charges will be made for teaching an individual student to play a musical instrument or to sing.

7. Requests for Proof of Identity

7.1 The School will charge £10 where parents/carers/leavers request a formal letter seeking confirmation in writing of personal details required for agencies such as HMRC, Student Finance, Social Services or Visa's.

Appendix 1

Exemplar Letter to go out in September each year.

Dear Parents and Carers,

Subject: Voluntary contributions and donations to support Ricards Lodge High School - Investing in Our Students' Future

At Ricards, we are committed to providing our students with a well-rounded and enriching education that extends beyond the national curriculum. We strive to offer a variety of programmes and activities that foster academic excellence, personal growth, and a strong sense of community. We are also committed to improving and updating our facilities and environment for the benefit of all our students.

Ricards Lodge High School has not requested parents to make direct donations or regular contributions since before the covid 19 pandemic. However, as you know, public funding for schools does not always cover all the costs associated with these valuable programmes. This is where your voluntary donations could make a real difference.

A voluntary contributions scheme runs separately to the PTA who fundraise through our school events and provide social activities for parents and students. The PTA can also raise money for smaller amounts for more regular requests from subject leaders and student leadership groups.

Your voluntary contribution, no matter the size, can help us with some of our bigger projects over time:

- Enhance our specific development programmes such as kitting out the new science and DT labs or proving technology upgrades.
- Improve the facilities and environment for all signage, display and decoration projects

We understand that financial situations vary, and we want to assure you that all donations are entirely voluntary. There is no pressure to contribute, and your child's participation in any programme or activity will never be contingent on a donation.

Here's how you can contribute:

Online Donation: Visit our website at https://www.ricardslodge.merton.sch.uk/ to find out more and make either a regular or one off donation securely online.

Lake Road, Wimbledon, SW19 7HB • Telephone: 020 8946 2208 • www.ricardslodge.merton.sch.uk • office.manager@ricardslodge.merton.sch.uk

Headteacher: Mrs K Page

Educating Successful Women of the Future

We are incredibly grateful for your continued support in helping us provide the best possible educational experience for all our students. Every donation makes a significant impact, and together we can create a thriving learning environment where our students can reach their full potential.

Thank you for your time and consideration.

Kind regards

Kate Page

Headteacher