

## GORDON'S SCHOOL

### CHARGES AND REMISSIONS POLICY – updated September 2025

#### 1. Charges will NOT be made for:

- (a) education provided for registered students during school hours
- (b) special education provision specified in a statement of special education needs
- (c) education and associated incidentals provided outside school hours when the education is:
  - i) required as part of a syllabus for a prescribed public examination
  - ii) provided specifically to fulfil statutory duties relating to the National Curriculum
  - iii) provided specifically to fulfil statutory duties relating to Religious Education
- (d) transport provided during school hours which is incidental to education provision
- (e) education provided in respect of a non-residential activity deemed to take place during school hours.
- (f) school trips that are directly linked to the curriculum and are within school hours.

#### 2. Charges will NOT be made for:

The provision of books, materials, instruments or other equipment for use in connection with education provided during school hours.

#### 3. Charges may be made for:

- (a) education provided outside school hours which does not fall into the categories in paragraphs above. Participation in any such "optional extras" will be on the basis of parental choice and willingness to meet such charges as are made.
- (b) the cost of entering a student for a public examination not prescribed in regulations and for preparing the student for such an examination outside school hours.
- (c) re-sits of prescribed public examinations where no further preparation has been provided by the School.
- (d) non-school education.

#### 4. Charges will be made for:

- (a) board and or/lodging and the extended day programmes, activities and support provided at school. This will be reviewed annually by the Trustees with parent(s)/carer(s) notified before the start of the Summer Term each year prior to the implementation of any changes in September of that year.
- (b) board and lodging where a school activity involves students in nights away from home.
- (c) if a trip or visit is non-curriculum based, the full cost of the trip will fall to the parent(s)/carer(s) of the student attending the trip. The total cost of which will be clearly notified and are optional.

Payments for trips and visits must be made in advance of the trip or visit otherwise the student will not be able to attend.

- (d) costs associated with individual tuition in the playing of a musical instrument / LAMDA whether in or out of school hours unless it is provided as part of the syllabus for a prescribed public examination or is required by the National Curriculum.

The 1996 Education Act prescribes a basis for determining whether an activity shall be deemed to take place wholly during or wholly outside school hours.

Special arrangements apply for students whose parents are in receipt of State Benefits. In their case any board and lodging charges may be remitted if an activity takes place in school hours or is subject to paragraph 4 (a) above.

Means-tested bursaries are available to parents via the Gordon Foundation in cases of financial need. ([bursaries@gordons.school](mailto:bursaries@gordons.school)).

**Jennifer Taylor**  
**Finance & Operations Director**

**Amended: September 2025**  
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