



## Charging and Remissions Policy 2025-26

The governing board of St John Bosco College adopted this policy on October 2021.

Under the charging provisions of the Education Act 1996, governing boards of maintained schools and academies must draw up a statement of their charging and remissions policy before they may charge for certain defined activities. The policy must also be available online. St John Bosco College's policy below can also be found on the school's website.

Education legislation demands that schools, subject to certain exceptions, may not charge for education provided during school hours. However, schools are permitted to charge for other items and experiences provided to the pupils. Schools may also invite voluntary contributions to help support these provisions. Schools have a duty to inform parents on low incomes and in receipt of certain benefits that support is available towards certain costs when they are being asked to make contributions e.g., towards school visits.

### Objectives and targets

The governing board of St John Bosco College has set up this policy for certain activities which take place in the school. The purpose of this policy is to clarify which items and experiences that the school provides may have a levy charged upon them, how much of the cost the school expects parents to be charged and who will be offered support to pay for items and experiences for their children. This charging and remission policy is implemented within the letter of the law, and also embracing the spirit of it. It will be no less generous than the local authority's (LA's) policy.

### Action plan

Where visits are arranged either as an integral part of a particular syllabus or to enhance pupils' learning experience, parents may be asked to voluntarily contribute towards the cost. However, legislation states that a pupil should not be debarred from a visit if a parent does not wish to contribute. In cases of family hardship, parents may apply, in confidence, to the headteacher for exemption from such contributions. However, we hope that parents will realise that there comes a point when a trip is not viable if sufficient contributions are not forthcoming based on the overall cost of the trip.

There may be occasions when an organisation other than the LA or the school governing board arranges an activity during school hours, and parents want their children to take part. Such organisations may charge parents for the services provided, so any parents who do not wish to pay so that their child can attend must seek permission for their child's absence. This only applies where the activity is not part of the school's educational provision.

We believe that a school should give pupils as many varied learning experiences as possible and we shall do our utmost to ensure that all our pupils have the opportunity to benefit from such experiences. Parents who are in receipt of the following benefits will be informed of the support available to them when being asked for contributions towards the cost of school visits:

- Universal credit for those applying on or after 1 April 2018 their household income must be less than £7,400 a year (after tax and not including any benefits they receive)

- Income support
- Income-based jobseekers' allowance (IBJ)
- Support under part VI of the Immigration and Asylum Act 1999
- Child tax credit, provided that working tax credit is not also received and they have an annual gross income of no more than £16,190
- Working tax credit run-on – paid for four weeks after you stop qualifying for working tax credit

For activities such as music tuition, field trips, concert and theatre visits, or other optional extras the table below indicates the school's policy on which activities will be charged for.

<b>Activity</b>	<b>Comment</b>
Individual instrumental music tuition that is over and above the national curriculum, and/or an approved examination syllabus.	A charge will be made per lesson. Any examination fees are paid by parents.
Transport to work experience	Parents will pay directly (except pupils with EHCP where the EHCP refers to transport).
Activities outside school time not related to statutory duties.	Charges will be levied.
Board and lodging on residential visits.	Charges will be levied, support available where families receive benefits
Educational visits and field trips.	Parents will be asked for a voluntary contribution.
Non educational visits and trips	Charges will be levied
Optional extras*	Charges will be levied
Damage or breakage as a result of unsatisfactory behaviour	Charges will be levied to enable damage/breakage to be made good
Parental request for rescrutiny of exam results	Charges will be levied
Exam entry for prescribed exam which is not part of the school's curriculum offer	Charges will be levied

Entry for an exam which is not on prescribed list where preparation takes place outside school hours.	Charges will be levied
Exams fees as a result of failure to attend without a valid reason or late withdrawal against exam board deadlines	Charges will be levied

\* Optional Extras are classed as materials, books, instruments, subscriptions or equipment which are not part of the national curriculum and that the parent/guardian wishes their child to keep.

### **How charges will be calculated**

Reasonable costs will be included with charges and these may include:

- Administration fees\*: £1 for activities over £10  
50p for activities under £10
- Insurance costs
- Materials/equipment
- Buildings/accommodation
- Non-teaching staff
- Teaching staff, including supply teachers, engaged under contracts for services purely for the visit/trip or optional extra
- Teaching staff employed to provide music or vocal tuition, where this is over and above the national curriculum, and/or approved examination syllabus

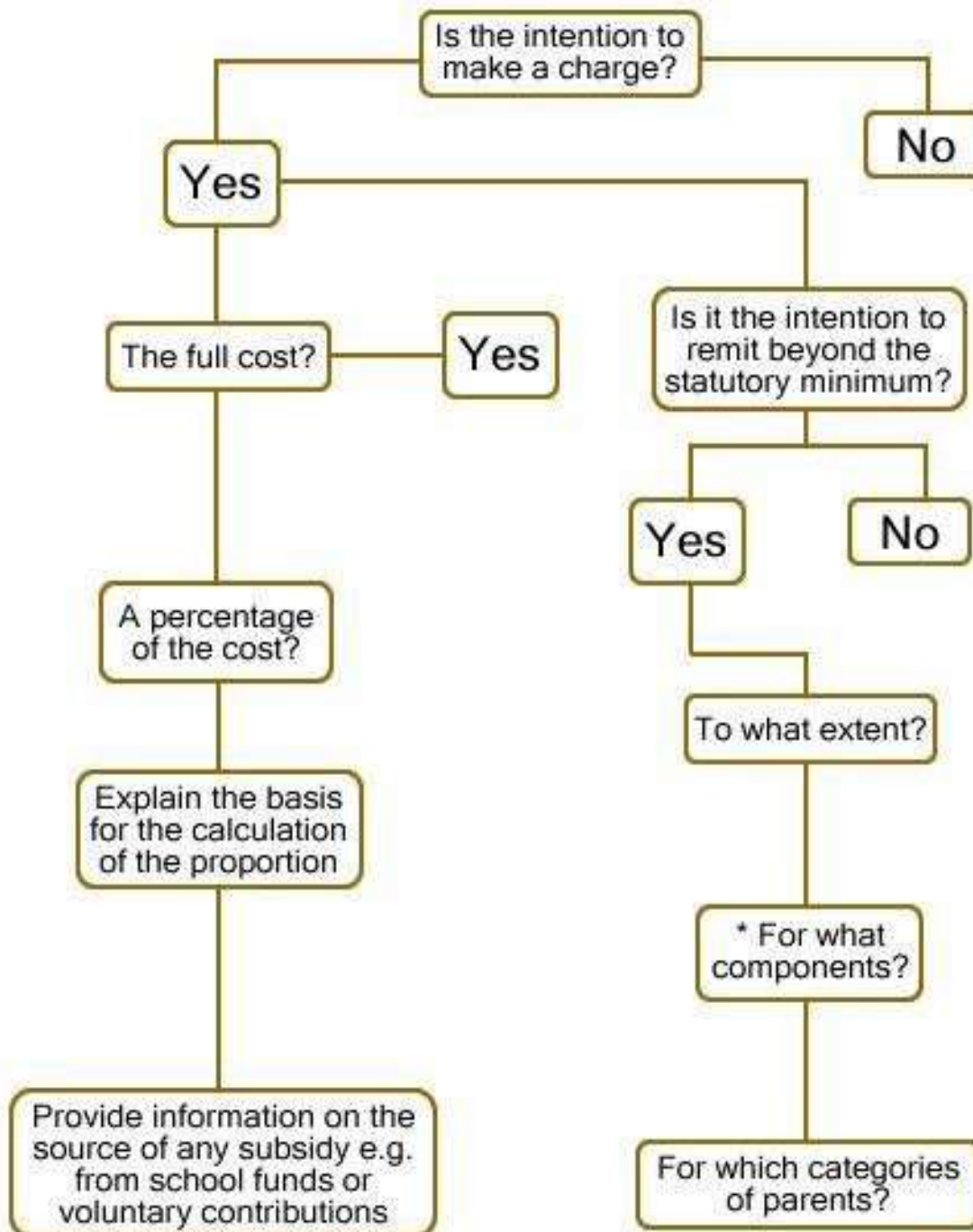
\* Administrative fees do not generate surplus and reflect administrative staff costs

### **Monitoring and evaluation**

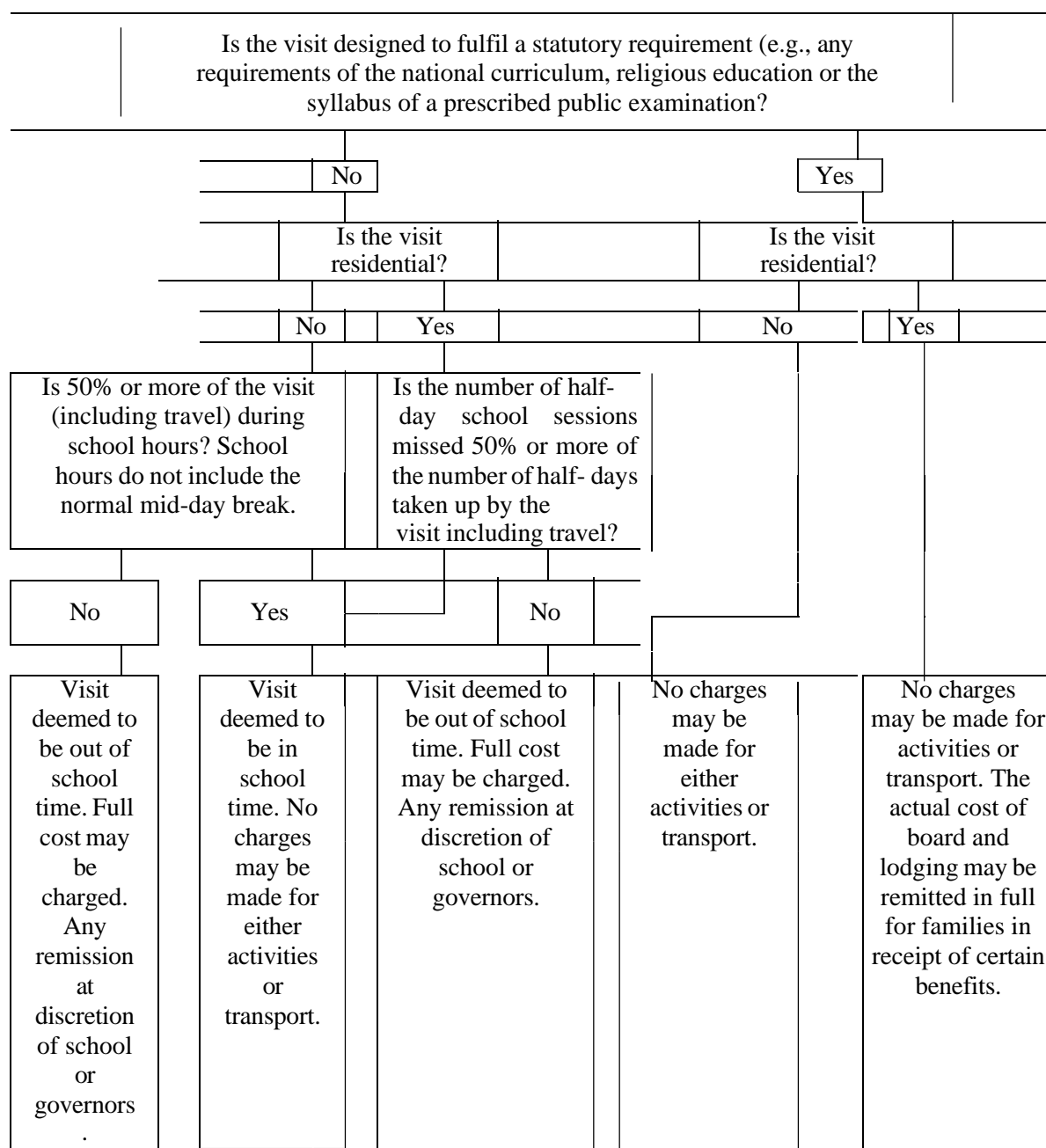
This policy will be monitored and evaluated in the light of changes to legislation and comments received from parents and other interested parties.

## APPENDIX 1 – DRAWING UP A CHARGING POLICY

The flow chart below can be used by governing boards to draw up their charging policy for items and experiences upon which a charge may be levied. For each of the chargeable items, the governing board will need to determine its policy on the following basis:



## APPENDIX 2 - WHETHER TO MAKE A CHARGE FOR SCHOOL VISITS



Voluntary contributions may be requested from parents in any of the above circumstances, but no pupil may be treated differently according to whether or how much their parents have contributed.

<b>Policy Name:</b>	<b>Charging and Remissions Policy</b>
<b>Statutory / non-statutory status:</b>	Statutory
<b>Review Frequency</b>	Annually
<b>Date approved by FGB Committee:</b>	February 2026
<b>Date of next review:</b>	April 2027
<b>Publication status: Website/SharePoint</b>	Published
<b>Named SLT owner (initials):</b>	DWS