



**For all schools within the Bosco Catholic Education Trust**

**This Charging and Remissions Policy has been approved and adopted by the Bosco Catholic Education Trust.**

<b>December 2023</b>	<b>December 2026</b>

**The Bosco Catholic Education Trust is a Christ-centred family of Catholic academies, within the Diocese of Arundel and Bighton, working together as one body to provide an outstanding education for all. As Catholic schools, we endeavour to develop confident, compassionate and faithful young people. Through partnership, collaboration and mutual support, we seek to enable all those entrusted to our care to become the person God called them to be.**

**“Serve the Lord joyfully”**

**The charging and remissions policy adopted by the Bosco Catholic Education Trust (Bosco CET) ensures that statutory requirements are met and is intended to reflect the general principles of the Education Act 1996 which identifies activities for which**

**Charges will not be made**

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**Charges may be waived**

**The school will seek voluntary contributions for any activity in order to benefit the school or support a school activity, whether during or outside school hours, whether residential or non-residential. This includes inviting parents to pay for materials or ingredients where they wish to own the finished product. However; all requests for voluntary contributions will emphasise both their voluntary nature and the fact that pupils of parents who do not make such contributions will be treated no differently from those who have. Such contributions must be genuinely voluntary.**

**There is no limit to the level of voluntary contributions which parents or others can make to school activities, nor is there any restriction placed on the use which can be made of such contributions, provided they are used for the purposes specified in the request for them. They could, for example, be used to subsidise pupils from low income families who are unable to pay for school activities.**

**Education provided by any maintained school for its registered pupils should be free of charge if it takes place wholly or mainly during school hours, school hours being those hours when a school is actually in session and not including the break in the middle of the day. This means that neither the pupil nor his or her parents or guardian may be required to pay for, or to supply, any materials, books, instruments or other equipment for use in connection with the education provided during school hours.**

**Where education is provided out of school hours, charging is permitted except where the education is provided**

**to fulfil any requirements specified in the syllabus for a prescribed Public examination,  
specifically, to fulfil statutory duties relating to the National Curriculum  
to fulfil duties relating to Religious Education**

**In these cases, the only charge that may be made is for meals or for residential trips**

**If the number of school sessions on a residential trip is equal to or greater than 50% of the number of half days spent on a trip, it is deemed to have taken place during school hours (even if some of the activities take place in the evening). Whatever the length of the school day, regulations require that the school day is divided into 2 sessions. A 'half day' in this context means any period of 12 hours ending with noon or midnight on any day.**

**The main exception to the principle of free education which the law allows is that a charge may be made in respect of individual tuition in playing any musical instrument, even if such tuition takes place during school hours. Parental agreement must be obtained before a pupil is given that tuition.**

**The Act permits an organisation other than the Local Governing Committee to levy a charge directly on parents for activities organised in school hours by any non-school organisation. The school will not be involved in collection of charges on behalf of the third party organisation. Where pupils are granted leave of absence to attend these activities it would be for parents and any staff members similarly released to satisfy themselves about the adequacy of the arrangements made by the third party to secure the safety and welfare of the children.**

**If a charge is made for each pupil it should not exceed the actual cost. If further funds are needed for additional costs e.g. to help hardship cases, this must be by voluntary contributions or general fundraising. The permitted charge may include an allowance for the costs of teachers from the school who supervise the activity.**

**Board & lodging on residential visits may be charged for whether or not the visit takes place within school**

