



**Charges and Remissions  
Policy**

## CHARGES AND REMISSIONS POLICY

The Board of Governors of the school publishes the following policy in pursuance of Articles 127-138 of the Education Reform (NI) Order 1989.

### A **No levy shall be charged for:**

- 1 the general education of a pupil provided through the time-tabled curriculum.
- 2 books, materials, equipment and transport necessary to such education.
- 3 entrance fees to compulsory external examination in those subjects which form part of the pupil's time-tabled curriculum.
- 4 items made by pupils in school in the event of parents not wishing to receive them.
- 5 a directed residential trip (inside or outside school hours) undertaken by a pupil whose parents are in receipt of benefit. Voluntary contributions of course can be made.

### B **Charges will be made:**

- 1 in respect of *all activities* which take place wholly or more than 50% outside school hours when the child's participation has been approved in advance by the parent. This charge will include the cost of travel, entrance fees, materials, books and equipment and, where appropriate, board and lodging, tuition fees and insurance cover. There will be no remission on these charges.
- 2 in respect of pupils making use of *transport* to attend an activity which is not a compulsory part of his or her taught Curriculum. While the Board of Governors may decide to subsidise part of the cost from school funds, it reserves the right to levy the full per capita cost. There will be no remission of this charge.
- 3 in respect of:
  - (a) a pupil's entry for any examination for which he or she has not been prepared by the school.
  - (b) a pupil re-sitting a prescribed public examination where the school has not provided preparation for the examination in the year for which the entry is made.
  - (c) a pupil sitting a prescribed public examination at winter entry time where the school has already paid an entry fee in respect of the pupil sitting the examination, in the same subject area during the final term of that school year.
  - (d) a pupil who has failed, without good reason, to complete the requirements for any public examination for which the school has paid an entry fee.
  - (e) the entry of a pupil for more than one public examination in the same subject area.
  - (f) a pupil's public examination result being scrutinized at the request of a parent. There will be NO remission on these charges.
  - (g) the re-sitting of a public examination modular element to enhance pupil performance.

### **CHARGES AND REMISSIONS POLICY (cont)**

- 4 in respect of ***ingredients and materials*** received for courses in practical subjects provided by the school, where parents indicate, in advance and in writing, a wish to receive the finished product.  
As an alternative, parents may provide the ingredients and/or materials. There will be no remission of these charges.
- 5 in respect of a pupil spending a night or nights away as part of a school activity, the charge for ***board and lodging*** will not be remitted.
- 6 in respect of specified items of ***school uniform*** (including PE and Home Economics). There will be no remission of this charge although parents receiving Income Support or Family Credit are eligible for grants from North Eastern Region of the EA..
- 7 in respect of music tuition (50%). There will be no remission of these charges.

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- 1 This Charges and Remissions policy only relates to charges which may be made by the school and by the EA, and does not relate to any educational activity where charges are levied by a third party.
- 2 No charge made in respect of individual pupils will exceed the actual cost of providing the optional extras (described under B above) to that pupil. Charges will not include an element of subsidy for any pupil whose parents are unable to pay the full charge.
- 3 The Board of Governors reserves the right to request voluntary contributions from parents for "optional extra" activities in or out of school time, for which compulsory charges cannot be levied, but which only can be provided if there is sufficient voluntary funding, and in order to ensure that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution.  
Should the voluntary contributions not cover the costs of the activity, the Board of Governors reserves the right to cancel its taking place.