

ANTRIM GRAMMAR SCHOOL

CHARGES AND REMISSIONS POLICY 2007-2008

March 2007

In accordance with the requirements of the Education Reform Order 1989, it is the policy of the Board of Governors:

1. to levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the delivery of the Northern Ireland Curriculum, statutory Religious Education or in preparation for approved public examinations or courses taught at the school, except
 - a) where parents have indicated in advance their wish to purchase any product of such courses
 - b) where the activity can be defined as an “optional extra” (see below)
 - c) in certain circumstances where board and lodging costs are incurred
2. to levy no charge for examination entries, except as detailed below under “optional extras”.
3. to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution; but see note “General (d)” below.
4. to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children;
5. to leave to the Principal’s discretion, the proportion of costs of an activity which should be charged to public or non-public funds;
6. to delegate to the Chairman and the Principal the determination of any individual case arising from the implementation of this policy.

Optional Extras

Optional extras are defined as all education or transport which are provided by a Board of Governors wholly or mainly outside school hours and which are not specifically required to meet the Board of Governors statutory duty to deliver Religious Education or to deliver any component of a prescribed programme of study or an approved public examination. There is no obligation on school authorities to provide optional extras.

Where the Board of Governors has decided to provide an optional extra the charge on the parents of participating pupils will be based on the full per capita cost. The Board of Governors may decide to subsidise part of the cost of the activity out of school funds.

Tuition in the playing of a Musical Instrument

This will normally be provided through the NEELB Music Service and will be provided in accordance with that service's charging policy. If provided by another service or outside school hours charges will be made which will include a proportion of the cost of the teacher giving the tuition. These charges will **not** be remitted.

Educational Activities

Charges will be made in respect of all activities which take place wholly or more than 50% outside school hours when the child's participation has been agreed in advance by the parent. The charge will include the cost of travel, entrance fees, materials, books and equipment and, where appropriate, board and lodgings, tuition fees and insurance cover. There will be **no** remission of these charges.

Transport

A Charge will be made when a pupil makes use of transport, other than transport provided by the Education and Library Board, to attend an activity. This charge will be based on the full economic cost. There will be **no** remission of this charge.

Public Examination Entries

There will be no charge for entering any approved public examination if the school has prepared the pupil for that examination. Charges will be made in respect of a pupil's entry for any examination for which he or she has not been prepared by the school or for any resit where no additional preparation has been given by the school since the occasion of the previous entry. There will be **no** remission of these charges. (The school will pass on to parents any charge which may arise as the result of a parent's request to have a pupil's examination results scrutinised. There will be **no** remission of this charge).

Board and Lodging

Where a school activity involves pupils spending a night or nights away from home, a charge for board and lodging will be made. Where such a residential trip is considered an 'Optional Extra', this charge will **not** be remitted.

Where a residential trip is inside school hours or is outside school hours but must be provided free under Article 120 Paragraphs 2 and 4, parents in receipt of Income Support or Family Credit are entitled to have these charges remitted when they declare and give evidence of their circumstances. Such parents may make a voluntary contribution towards the cost of the residential trip.

General

- a. This policy will operate for the financial year April 2007 to March 2008 and will be subject to monitoring and review.

- b. This charging and remissions policy only relates to charges which may be made by the School or by the NEELB and does not relate to any educational activity where charges are levied by a third party.
- c. No charge made in respect of individual pupils will exceed the actual cost providing the optional extra to that pupil. Charges will not include an element of subsidy for any pupils whose parents are unable to pay the full charge.
- d. The school reserves the right to cancel any activity arranged under the terms of this 'Charges and Remissions Policy'.