

Ashgrove Primary School

Charges & Remissions Policy

25 April 2005
Version 2:1

Charges & Remissions Policy

Rationale

This policy refers to Articles 127-138 of the Education Reform Order NI 1987 and related guidance contained in the Department of Education's Circular 1991/92. It only relates to charges that may be made by the school or by the NEELB and does not relate to any educational activity where charges may be levied by a third party.

The Board of Governors is aware of the importance for children's education of special visits, visitors and events. This policy is an attempt to sustain such activities.

A charge will not be requested in cases where an activity is provided to fulfil the statutory requirement of the 1989 Order in relation to religious education or the teaching of any subject in the areas of study prescribed within the Northern Ireland Curriculum.

No charge will exceed the total cost of an activity.

Activities Provided Wholly or Partly Outside the School Day

If more than 50% of an activity (including travel time) takes place after the school day it will be considered as outside school hours and a charge may be made.

Residential Visits

No aspect of the Northern Ireland Curriculum requires a residential visit. Such trips may, however, be arranged to broaden the experience of children.

If the number of school sessions taken up by a visit is equal to or less than 50% of the number of half-days involved then the whole of the visit will be deemed as having taken place outside school hours and a charge will be made.

In Ashgrove each day has two school sessions: 8:55am-12:30pm and 1:15pm-2:50pm. If 50% or more of the normal school session is involved in a visit it will be deemed a session.

If six or more hours are involved in a visit then that period will be treated as a half day. A half-day is the period of twelve hours from midnight to noon or from noon to midnight.

The above does not preclude a charge for board and lodgings. Ashgrove Primary School will charge a sum in relation to subsistence that will usually exceed the actual cost of board and lodgings for a child but which is necessary for the provision of a supervised package.

Transport

No charge will be made for transport where it is provided to carry pupils to or from any place required to deliver the Northern Ireland Curriculum.

Materials, Books, Equipment, Instructions and Clothing

No charge will be made for materials, books, equipment, instruments or clothing used in accessing the Northern Ireland Curriculum, however, if parents indicate in advance a wish to own a finished product, they may be charged the exact amount for the materials, components or ingredients used.

Charges for Breakages and Fines

The Board of Governors may charge in the event of damage to school books or to the school structure. The charge will not exceed the actual amount needed to replace the damaged item.

Optional Extra

A charge may be established for activities that are optional, such as those provided wholly or mainly outside school hours and those provided in addition to the delivery of the Northern Ireland Curriculum.

Any charges will not exceed the cost of provision. The cost will be determined on the basis of the cost of each individual pupil participating in the activity. It will not include a subsidy for any pupil whose parents are unwilling or unable to pay the full charge.

The charge may include elements for:

- the pupil's travel;
- materials, books, equipment and instruments;
- non-teaching staff costs;
- admission to museums, castles, theatres, etc;
- insurance costs; and
- teaching staff costs, including the cost of travel, board and lodgings.

Where a pupil is to be involved in an optional extra, prior approval of the parent will be obtained in writing.

Voluntary Contributions

The Board of Governors will seek voluntary contributions in support of some school activities.

Where such contributions are sought, the following points are noted:

- the level of contribution sought or invited will cover all or part of the cost of the activities for all children, including those from low-income families;
- communications will state clearly that contributions are voluntary and that an unwillingness or inability to contribute will not result in pupils being singled out for omission from activities;

- Parents will be informed that an activity depends on voluntary contributions. The Board of Governors reserves the right to cancel any event.

Transport

A charge may be made when a pupil makes use of transport not provided free by the NEELB. This charge will be based on the full economic cost. There will be no remission of this charge.

Individual Music Tuition

NEELB tuition charges and any charge for NEELB instrument hire will be passed on to parents.

Fees for evening piano tuition will be by private arrangement between the parent and the teacher. Payment for the use of the room will be in kind: piano accompaniment of the school choir at competition level.

Letting of Facilities

NEELB procedure will be followed for the letting of facilities outside school hours, for example the letting of the school for an election, the hall for keep fit and the football pitch for a local Boys Brigade company. Whenever appropriate, a nominal charge will be made for light and heat.

Third Party Charges

In certain cases the school will allow a third party to charge parents for activities for which Governors or the Board cannot charge. In such circumstances the school will indicate that the third party will manage the activity. The Board of Governors will ensure that adequate supervision and insurance arrangements are made.

Review

This policy will be reviewed annually.

Ashgrove Primary School

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Dear Parent

An educational visit has been arranged for your child, the details of which are set out below. As written permission is required to take any child outside the school grounds I would ask you to complete the slip below and return it to the class teacher as soon as possible. Any child without written permission will be supervised in school.

Class teacher	
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Event & Venue	
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Date		Leaving school at:		Returning to school at:	
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Packed lunch needed?*		Voluntary contribution*	
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Additional Information	
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(* It is sometimes necessary to run events that are self-financing and dependent on voluntary contributions.)

(** Whenever a packed lunch is required, children entitled to free meals will have a lunch provided.)

Yours sincerely

Peter B Waddell (Principal)

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I have read the details about the trip and am happy that my child _____ attends. He/she is fit and able to participate. I have noted any relevant medical conditions/needs below and give permission for emergency first aid if required.

Signed: _____ Date: _____ Trip: _____

Medical information: