



CHARGING AND REMISSIONS POLICY

Date Ratified by Board of Governors: 11/9/23

Date of Review: 11/9/25

INTRODUCTION

The Education Order of 1989 states that:

- All children have the right to a free education.
- All children have the right to take part in activities that take place during the normal school day whether or not their parents are able to meet any costs involved.

However, the Order does allow for certain charges to be made by the school including:

- Activities wholly or partly outside the school day that are not part of the statutory curriculum
- Materials used in practical subjects where the parents wish to own the finished product. (e.g. after school activities such as the art/craft club and cookery club)
- Breakages or damages to books and equipment

The Board of Governors and teaching staff of St John's Primary School believe that pupils attending the school should be offered the widest possible range of educational opportunities. They recognise that a wide range of additional activities, including after school clubs and educational visits can make a valuable contribution to pupils' overall development. Therefore, the following Charging and Remissions Policy has been drawn up to meet the legal requirements as currently laid down.

CHARGING POLICY

- A charge may be made for school trips / educational visits which are not essential to the school curriculum. The charge to each child will not be greater than the cost incurred and may, if appropriate, be less.
- The Order states that a charge may be made for instrumental tuition. However, the school will endeavour to keep costs at an affordable level.
- A charge will be made for the ingredients or materials used in practical after school activities if finished products are taken home.
- Parents will be asked to pay for wilful damage or loss caused to schoolbooks or equipment by their child.
- Parents will be asked to cover the cost of any damages wilfully caused to the school premises by their child.
- In certain cases, the school will permit a third party to charge parents for activities for which the Board of Governors or the Education Authority cannot charge.

Nothing in this policy will prevent the Board of Governors from inviting the parents to make voluntary contributions from time to time.

REMISSIONS POLICY

In cases of hardship, the school invites families to apply, in confidence, for a remission of all or part of the charge where an activity is chargeable.

VOLUNTARY CONTRIBUTIONS

During the course of the year, educational visits will be arranged that will make a valuable contribution to a pupil's understanding of the curriculum. Some of these may be provided free of charge. However, the school may ask the parents to make a contribution towards part or all of the cost.

If a trip is organised on this basis, no child will be left out. The Board of Governors reserves the right to cancel a trip if insufficient contributions are received or if the numbers taking part in the trip drop to a level at which the trip becomes unviable.

From time to time, the school may undertake general fundraising activities for the benefit of the school and the education of its pupils.

On occasions, the school may ask pupils/parents to contribute towards a charitable event taking place within the school.

DELEGATION OF POWERS

The Board of Governors recognises that it may not always be practical to meet to discuss a particular matter. As a result, governors have delegated power to the Principal to make decisions on their behalf. However, all matters concerning charging will be discussed by the Board of Governors at the earliest opportunity.

UNDERSTANDING THE CHARGING AND REMISSIONS POLICY

The following questions and answers will help parents and other stakeholders to understand the outworking of this policy within St John's Primary School.

1. What is the school day at St John's Primary School?

The school day runs from 9:15am to 2:15pm for Key Stage 1 and 3:15pm for Key Stage 2. Our parent group run an 'Early Club' from 8:15am to 9:15am which they charge for. The school support staff run an after-school club from key stage 1 from 2:15pm to 3:15pm. The charge for this is £10 per week.

2. Is the school allowed to ask for contributions for school trips?

Entrance charges and transport costs have resulted in school trips becoming increasingly expensive. The school may ask parents to make a contribution to cover a portion of this

expense. If the total contributions leave the cost to the school outweighing the trips purpose, the trip may be cancelled at the Principal's discretion. If a visit does go ahead, no child will be refused a place or discriminated against because his/her parents were unwilling or unable to make a contribution.

3. What about charges for swimming?

Swimming is part of the Northern Ireland Curriculum for Key Stage 2 pupils and so no charge can be made for lessons. However, as the cost of tuition and transport can place added strain on the school's budget, parents may be invited to make a voluntary contribution towards the travel cost of this activity.

4. If my child is selected for Education Authority instrumental tuition, will I have to pay?

The school will be charged for the tuition given to individual pupils while parents will be directly invoiced for the hire of instruments. The school is entitled to levy a charge for individual instrumental tuition.

5. Can a parent decide that his/her child will not participate in any activity that is an optional extra?

Every parent has the right to withhold his/her consent. However, the school encourages the participation of its pupils in the widest possible range of experiences.