Charges Policy



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| Agree Date | Review Date | Person Responsible |
| November 16 | November 17 | Mr Smith |

**Introduction**

The Board of Governors are required to determine and keep under review a charges and remissions policy in respect of the charges it proposes to make for any optional extras of board and lodging. Article 131 Para 1 Educational Reform (NI) Order 1989.

Any optional extra which is provided by the Board of Governors , wholly or mainly outside school hours, and which is not specifically required to meet the Board of Governors’ statutory duty to deliver Religious Education or to deliver any component of the Northern Ireland Curriculum, or an approved public examination, will require a parental contribution. Although, there is no obligation to provide such optional extras. Where the Board of Governors has decided to provide an optional extra the charge on the parents/carers of participating pupils will be based on the full per capita cost.

At Upper Ballyboley Primary School we do our best to keep costs for parents to a minimum. Every effort is made to utilise the school budget, P.T.A. funds and grant-schemes to supplement costs we might otherwise be forced to pass on to parents in order to provide services for our pupils that are above and beyond the minimum requirements of the N.I. Curriculum.

With cut-backs enforced upon schools (2011 onwards) we now, more than ever, find ourselves in a position where we must ask parents to supplement luxuries such as Extra-Curricular Clubs and educational visits.

**Main Points**

It is not proper practice to request payment from parents for activities that form a necessary part of the mainstream curriculum, nor is it fair. So to that end we will:

* Only operate a ‘paid’ activity during regular school hours (such as an educational visit or sports activity) when a sizeable majority of parents are willing to fund it.
* Organise any additional ‘paid’ educational visits/activities with suitable notice in advance to allow maximum number of children to attend.
* Where a large expense is necessary (such as residential educational visits) we will endeavour to accommodate payment in instalments. All families will be required to pay the full amount for any educational visits.
* When running a ‘paid’ activity parents will be asked for a ‘Voluntary Contribution’.
* Provide an alternative educational activity for pupils whose families have elected not to give a voluntary contribution when a sizeable majority are willing and the school is unable to supplement the cost.
* Require a fee for the rental of school-owned musical instruments comparative with the NEELB annual fee.

**Optional Extras**

**Instrumental Tuition**

Instrumental tuition is provided through the Board’s Music Service this is optional and parents will be asked to pay a contribution towards the Board’s Music Service charge. The charge is dependent on the number of children receiving lessons.

A charge for the loan of a music-service instrument will be made directly to parents from the Board’s Music Service. Pupils in receipt of Free School Meals are entitled to full remission.

For hygiene reasons it is expected the children purchase their own Recorder.

**Educational Activities**

Charges will be made in respect of all residential and non-residential activities which take place wholly or more than 50% outside of school hours when the child’s participation has been agreed in advance by the parent(s).

The charge will include the cost of travel, entrance fees, materials, books and equipment and where appropriate board and lodgings. There will be no remission of charges in any circumstances.

**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 educational visit is considered an “Optional Extra”, this charge will not be remitted.

Where a residential educational visit is inside school hours or is outside school hours but must be provided free under Article 129 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 educational visit.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairman of Board of Governors)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Principal)

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

To be reviewed November 2017.