

# Belfast Model School for Girls

## *Achievement for All*



### Charges and Remissions Policy

Agreed by Board of Governors: March 2010

To be reviewed: March 2013

#### Rationale

The Belfast Model School for Girls, under Articles 127-135 and 137-138 of the Education Reform Order, must state its policy in respect of those activities for which it proposes to make a charge and under what circumstances such charges will be remitted.

#### Purposes

- To ensure that every pupil has equal access to the whole curriculum provided by the school
- To finance extra-curricular activities which provide enriched experience for the pupils
- To subsidise general expenses, which are not provided for within the schools' delegated budget.

#### Guidelines

The policy laid down reflects the requirements of the Education Reform (NI) Order 1989.

Where a trip takes place:

- wholly or mainly during school hours **or** outside of school hours but involves activities which must be provided free of charge under Article 128 paragraphs 2 and 4 of the Order **a charge will be made for board and lodgings**. These charges will be remitted for pupils whose parents are in receipt of Income Support or Family Credit.
- Where a trip takes place outside of school hours and does not involve activities which must be provided free of charge **a charge will be made in respect of board and lodgings. There will be no remission of these charges in any circumstances.**

#### Transport

Where transport is used in relation to an activity which takes place:

- wholly or mainly during school hours or
- outside of school hours but involves activities which must be provided free of charge **no charge will be levied**. However where transport is used in relation to an activity which falls outside school hours and need not be provided free then the full cost of such transport will be met by the parent(s) or guardian(s) of the pupils involved. These charges will not be remitted.

#### Educational Visits/Extra-Curricular Activities

Where such activities take place wholly or mainly outside of school hours and are not subject to the provisions of the Order and the child's participation has been agreed in advance by the parent(s) or guardian(s) then all expenses associated with the activity will be met by the parent(s) or guardian(s).

### **Public Examination Entries**

- Only one fee per subject will be paid by the school regardless of the examining authorities for which pupils are entered. Fees will only be paid once for any subject before the end of the pupil's fifth year of secondary education and once in each year of the Sixth Form. Parent(s) or guardian(s) will be charged the full cost of any entries additional to the arrangements set out above.
- Where parent(s) or guardian(s) wish to enter a pupil for an examination for which tuition has not been provided by the school then the full cost of such examination entries will be charged to the parents.
- Where parent(s) or guardian(s) wish a pupil to resit an examination for which the school has not provided further tuition **or** wish to have a pupil's examination results scrutinised the full cost must be met by the parent(s) or guardian(s)

### **INCIDENTALS TO EDUCATION: MATERIALS, BOOKS AND EQUIPMENT**

- Pupils or their parents are not required to pay for or supply any materials, books, instruments or other equipment for use in connection with education which must be provided free of charge. However, parents are invited to provide their children with certain items of equipment, e.g. pens and pencils, calculators or items of sports equipment which will therefore remain the property of the pupil concerned.
- Charges will be made for: ingredients, materials or components needed for courses in practical subjects where parents indicate in advance a wish to receive the product.

### **INDIVIDUAL INSTRUMENTAL TUITION PROVIDED BY THE SCHOOL OF MUSIC**

- During school hours such tuition will be provided free of charge under the auspices of and within the financial resources available to the BELB's School of Music. There will, however, be a charge in respect of insurance for instruments on loan from the School of Music.

### **CHARGES FOR BREAKAGES AND FINES**

- Parents will be asked to pay for loss or damage caused by their daughter, for example, the cost of a broken window, a defaced, damaged or lost text book or item of equipment.

### **GENERAL**

- Parents may, if they wish, make voluntary contributions in relation to activities provided for pupils within school hours or outside of school hours.
- They will be requested to make an annual voluntary contribution to the School Fund to cover the cost of transport, educational visits, and extra-curricular activities and to meet general expenses which are not provided for within the school's delegated Budget.

***These Guidelines are translated into action through other policies and procedures, for example:-***

*Curriculum Policy*

*Equal Opportunities Policy*

*Educational Visits Policy*

*Teaching and Learning Policy*