



**CHARGING POLICY
APPLYING TO ALL PUPILS
ENROLLED IN THE GRAMMAR SCHOOL**

JANUARY 2017

Title	Charging Policy
Summary	This Policy is required to outline relevant charges made within the Grammar School and the educational services for which no charge is made, in line with legislative requirements.
Purpose	To provide information to parents on the services provided in the school for which no charges apply and those for which charges must be made. Information is also provided on the Parental Contribution requested from parents and the current rates which apply.
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Operational Date	January 2017
Version Number	1
Supersedes previous	Yes
Author	Bursar
Frequency of Review by Author	Annually in January
Frequency of Review by Finance Committee	Annually in February
Date last Reviewed and Approved by Finance Committee	January 2017
Frequency of Review by Board of Governors	Annually in March
Date last Reviewed and Approved by Board of Governors	January 2017
To be posted on School website	Yes
Date and version posted	25 th January 2017 / v1

1. This statement, issued in conformity with the Education Reform (NI) Order 1989, outlines the Policy of the Board of Governors, relative to services for which no charges are made and for which charges must be made. It is the policy of the Board of Governors:
 - 1.1 to make no charge for books, materials, equipment, instruments or incidental transport provided in connection with education during school hours, or within the School's curriculum (except for example in Home Economics, Art and Technology where parents have indicated in advance their wish to purchase the product) or for statutory religious education. It remains however for parents to provide personal items such as pens, pencils or sports equipment, which are the property of the individual pupil.
 - 1.2 to make no charge for public examination entries, except where
 - a. the School has not prepared the pupil for that examination
 - b. a pupil is resitting an examination for which the School has provided no further preparation
 - c. a pupil is resitting a public examination (at GCSE or A/AS level) to seek to improve the grade obtained
 - d. a pupil has failed, for no valid reason, to attend for the examination or to complete its requirements.

It will be for parents to meet the cost of any request on their part to have a pupil's examination result scrutinized.

- 1.3 to make the annual Compulsory Capital Charge at the limit fixed by the Department of Education for Northern Ireland, at present £140. This charge is essential, to enable the school to fund its proportion of capital projects undertaken.
- 1.4 to make a charge to parents for board and lodging where a curricular activity involves pupils spending one or more nights away from home, and there is no statutory remission.
- 1.5 to make a charge for the full transport, residential and other costs relating to tours, excursions or holiday trips etc. that are outside the statutory requirements and where parents elect that their children should participate.
- 1.6 to require payment from parents for damage or loss of School property by their children, where this is not accidentally caused.
- 1.7 to require a deposit payment of £10 for any lift passes borrowed from the school. This will be refunded in full when the lift pass has been returned in a good condition. If the lift pass is not returned, or is damaged, there will be no refund issued.
- 1.8 to make a charge for the tuition and other costs of pupils not entitled to a non-fee-paying place.

- 1.9 to leave to the Headmaster's decision
 - (a) the proportion of costs of an activity which should be charged to public or non-public funds
 - (b) the determination of the action to be taken in any individual case arising from the implementation of this policy.

2. A charge will be made by music tutors for individual tuition in the playing of a musical instrument or in training of the voice, where parents have agreed the arrangements in advance with music tutors.
3. Nothing in the 1989 Order prohibits the Board of Governors from inviting contributions for the benefit of the School or any School activities.

3.1 As the amount of grant from the Department of Education has been insufficient for many years to maintain the excellent facilities and the wide range of curricular options available, it has been necessary to request a voluntary contribution from parents, to assist in covering revenue costs and to assist in the costs associated with the wide range of extra-curricular activities offered by the School. This has become an indispensable element of the School's Finances on which the School is reliant and the majority of parents support the School in this way. The current rate is £28.50 per pupil per month, payable by direct debit over a ten month period (£42.50 including the capital fee). Along with the capital fee, this equates to £2.30 per day. The Board of Governors has kept this at the same level as the prior year, recognising the financial pressures on parents and in the hope that all parents will assist us in this way.

3.2 Unless parents continue to support us financially in this way, the school may in time have to reduce the wide range of extra-curricular activities and the variety of clubs currently available. Alternatively, the Board of Governors may have to consider charging parents for each extra-curricular activity engaged in by their children. This would not be our preferred option and we would therefore encourage parents to continue to support us financially in this way by paying the parental contribution and thereby supporting the Academy Fund.

3.3. We understand the difficulty which single or unemployed parents may have in making this parental contribution. Such parents should notify the Board of Governors that they are unable to pay, with the assurance that their child will not thereby be placed at a disadvantage. However it must be recognised that the continuance of certain activities depends on a sufficient level of funding from parents.

4. This policy statement will not be repeated on each occasion that a charge is made, or a contribution requested, but it will be referred to on each occasion.