



CHARGING AND REMISSIONS POLICY

St Conor's Primary School & Nursery Unit

Date	December 2020
Ratified by Board of Governors	
Review Date	2023 - 2024

INTRODUCTION

The Board of Governors recognises the valuable contribution that the wide range of additional activities, including trips, clubs and residential experiences can make towards pupils' education. Therefore, the Board of Governors aims to promote and where possible, provide, such activities both as part of a broad and balanced curriculum for the pupils of the school and as additional optional activities.

DENI GUIDANCE

The Education Order of 1989 (DENI) states that:

- All pupils registered at the school/nursery have the right to a free education
- The school has the right to invite voluntary contributions for the benefit of the pupils/school e.g. school trips during the school day and swimming (Key Stage 2)
- All pupils 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
- Certain charges can be made by the school including:
 - Activities wholly or partly outside the school day that are not part of the statutory curriculum
 - Board and lodgings on residential visits
 - 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)
 - Breakages or damages (intentional) to books and equipment

PRINCIPLES

- No child or family will be discriminated against or made to feel self-conscious about making no payment or part payment towards school visits and trips
- Costs of visits and trips will be kept to a minimum to be affordable to families

CHARGING

The Board of Governors reserves the right to make a charge in the following circumstances for activities organised by the school:

- A charge is normally asked for educational trips during the school day. This is because entrance charges and transport costs have resulted in school trips becoming increasingly expensive and school budgets have become increasingly stretched. Parents/Carers will be given reasonable advanced notice of proposed visits/activities and the school will provide details of how the charge has been determined. Staged payments may be arranged where contributions are significant. If a significant number of parents indicate that they are unable/unwilling to pay, the trip may be cancelled at the Principal's discretion. ***If a trip/visit goes ahead, no child will be refused a place, or be discriminated against, because his/her parents were unwilling or unable to pay***
- A charge is made for activities, trips and visits outside school hours which are not essential to the school curriculum (optional extras). The charge to each child will not be greater than the cost incurred
- A charge is made for board and lodgings for overnight visits which take place during school time. The charge will not be greater than the actual cost A charge will be made for the daily snack in nursery and for school dinners (with the exception of pupils entitled to free school meals)
- In light of budget constraints, a charge is made for the cost of swimming lessons (Key Stage 2) and transport to and from Omagh Leisure Centre. Swimming is part of the statutory curriculum for PE in Key Stage 2; ***therefore, all pupils have the right to take part whether or not their parents are able to meet the costs involved***
- A charge is made for instrumental tuition delivered by the EA's Music Service to selected pupils
- A charge is made for the ingredients or materials used in practical after school activities if finished products are taken home
- Parents are asked to pay for wilful damage or loss caused to schoolbooks or equipment by their child
- Parents are asked to cover the cost of any damages wilfully caused to the school premises by their child
- In certain cases, the school permits a third party to charge parents e.g. for after-school coaching or music tuition

- The Board of Governors encourages the use of the school building by the community in line with the Education Authority's Use of Premises Policy and the charges therein.

REMISSIONS

In cases of hardship the Board of Governors may invite the parents to apply, in confidence, for a remission of all, or part of the charge where an activity is chargeable. Authorisation for such remission will be made by the Principal, in consultation with the Chair of Governors.

VOLUNTARY CONTRIBUTIONS

From time to time, pupils and/or parents will be asked for a voluntary donation e.g. for fundraising activities for the benefit of the pupils/school and/or a recognised charity.

The Board of Governors recognises there is no obligation to make any such contribution. Pupils will not be treated differently according to whether or not their parents have made any contributions. The school or Board of Governors will not ask our pupils or parents why they have not paid a voluntary contribution.

DELEGATION OF POWERS

The Board of Governors has responsibility for reviewing this policy, in line with DE guidance. The Board has delegated power to the Principal for the day-to-day implementation of the policy and to make decisions in relation to charging and remissions on its behalf.