

# BLOOMFIELD COLLEGIATE SCHOOL

## Charges and Remissions Policy



Approved by the Board of Governors 27 November 2014

## CONTENTS

	<b>PAGE</b>
1.1 Introduction	3
1.2 Rationale	3
1.3 Curriculum	3
1.4 Examination Fees	3
1.5 Visits and Field Trips	4
1.6 Music Tuition	4
1.7 Optional Extra Educational Provision	4
1.8 School Fund	5
1.9 Dissemination of the Policy	5

*Please note, throughout this policy, the term 'parent' is used to refer to the parent or guardian of the pupil.*

## **1.1 INTRODUCTION**

The charging policy of the school is in accordance with the statutory requirements of the Education Reform (Northern Ireland) Order 1989. The policy has taken into account DENI Circulars 1991/21, 2007/20 and the DENI 'Every School a Good School the Governors' Role', chapter 19.

## **1.2 RATIONALE**

In general terms, it is the intention of the Board of Governors that activities organised wholly or mainly during normal teaching time will be made available to the pupils for whom the activity is planned regardless of the ability or willingness of their parents to meet the cost. A charge will be made however in respect of tuition and all other costs in the case of '**excepted pupils**'. An excepted pupil is a pupil not entitled to a non-fee-paying place and is defined as a pupil whose parents are not resident in Northern Ireland nor EU nationals

The Board of Governors will make no charge for tuition within the timetabled provision and will not provide additional or special tuition outside the school's planned timetabled arrangements.

## **1.3 CURRICULUM**

No charge will be made in respect of books, other than for the replacement of books not returned when required by the school, lost or destroyed while retained by the pupil.

No charge will be made for the initial supply of stationary and no charge will be made for equipment except non-accidental damage/breakage where replacement charge will be the catalogue price. Printer credits are given at the start of an academic year and can be supplemented with a small fee.

Likewise, no charge will be made in respect of practice materials except where the pupil wishes to retain the finished article.

## **1.4 EXAMINATION FEES**

No charge will be made for DENI approved examinations for the first sitting for which the pupil has been prepared through formal classes. In other circumstances the full examination fee will be levied and this will apply where:

- a. a pupil has not been prepared by the school for that examination;
- b. a pupil has failed, for no good reason, to complete the requirements of the examination, or to attend for it or to complete the required coursework/controlled assessment work;
- c. a pupil has required a late amendment to an examination entry;

- d. a pupil has requested a late entry/late withdrawal from public examinations after closing dates;
- e. a parent has requested to have examination grades(s) remarked or scrutinised; and
- f. a pupil is taking a resit.

## **1.5 VISITS AND FIELD TRIPS**

No charge will be made for field-trips where these are an essential part of the planned programme of study.

A charge may be made for board and lodging on a residential trip, irrespective of whether charges may be levied for the education provided through the School activity. The charge will not exceed the actual cost of board and lodging for the individual pupil.

The Board of Governors will not be responsible for home – school transport costs

## **1.6 MUSIC TUITION**

Musical instrumental tuition (including voice) is available from private tutors during school time (payable in 10 weekly instalments). The school can normally provide an instrument on loan with an additional annual insurance charge.

## **1.7 OPTIONAL EXTRA EDUCATIONAL PROVISION**

This is a voluntary activity which takes place wholly or mainly outside school hours and is not an essential item in the delivery of the statutory curriculum. In giving its approval to a planned programme of optional extra educational provision, the Board of Governors will decide for each event whether to subsidise or to levy the full cost of each participating pupil. Should it not be possible to finance any part of the planned programme through parental contributions, that particular event will not proceed.

The current programme entails -

School Tours and Trips	full advertised charge met by parents.
Educational Visits	full cost of admission charges, residential charges and transport charges met by parents.
Competitive Games	the board of Governors will meet the affiliation fees to games governing bodies within the approved planned programme.
	no charge will be made for transport in respect of the approved planned programme.

for special events, the Board of Governors will consider subsidising pupils' costs of entering competitions outside the approved planned programme.

Extra-Curricular

for certain activities the full cost of admission charges, residential charges and transport charges will be met by parents.

## 1.8 SCHOOL FUND

The Board of Governors will invite voluntary contributions from parents in support of the planned programme of activities both within and outside normal school hours. This will be referred to as 'The School Fund' and it will be used solely at the discretion of the Board of Governors to further the objectives of Bloomfield Collegiate School.

## 1.9 DISSEMINATION OF THE POLICY

This policy is available through the School's website. Copies are available from the School Office.

**Reviewing Committee: Finance and General Purposes**

### Dates of Policy Review

<b>Nature of Change</b>	<b>Date Review Completed</b>	<b>Date Ratified by Board of Governors</b>
New Policy	November 2014	27 November 2014