

Victoria Primary School

Ballyhalbert



An inclusive, imaginative and inspiring Learning Community where everyone can be safe, healthy, happy and successful together.

Charging and Remissions Policy

Date of Adoption: March 2018

Responsibility for review: Finance Sub-Committee of Board of Governors

The Board of Governors of Victoria Primary School

1. Recognises the right to a free education for registered pupils in this school.
2. Recognises activities organised mainly during normal teaching time are made available to all registered pupils, regardless of the ability or willingness of their parents to meet the cost.
3. Requires parents to pay charges for children on residential trips.
4. Maintains the right to invite voluntary contributions for the benefit of the school.
5. Recognises there is no statutory obligation on the Board of Governors to make any charge for any form of education or related activity.

1. Introduction

1.1 All education during school hours is free with the exception of individual or group music tuition (See below). We do not charge for any activity undertaken on the premises during school hours, as part of the Revised Northern Ireland Curriculum.

2. School trips/visits and activities during school time - voluntary contributions

2.1 When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost through School Fund and voluntary contributions. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

2.2 Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities sometimes organised by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'.

This list is not exhaustive:

- Class visits and Whole school visits;
- cookery activities;
- swimming;
- sporting activities - sometimes involving transport expenses;
- outdoor adventure activities;
- prizes, stickers, certificates
- subscriptions and individual licences
- School council and other club requirements
- Outdoor play and other resources

2.4 Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant i.e. residential trips.

3. Residential visits - Charges

3.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the Northern Ireland Curriculum, we do not make any charge for the *education*. However, we do make a charge to cover the costs of board and lodging and travel expenses.

3.2 Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and any voluntary contribution requests and staged payments may be arranged where contributions are significant.

4. Music tuition

4.1 All children study music as part of the normal school curriculum. We do not charge for this.

4.2 Visiting music teachers offer individual or small group music tuition at the school which is additional to the Northern Ireland Curriculum. We give parents information about availability of this facility at the start of each academic year and a charge is made for these lessons directly through the visiting teacher.

5. Swimming

5.1 The school organises swimming lessons for all children in Year 4 - 7. These take place in school time and are part of the Northern Ireland Curriculum. Children are required to pay for their swimming lesson and make a small contribution towards the cost of the transport.

6. Out of School clubs and activities

6.1 The school offers a range of out-of-school clubs - and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

7. Childcare

7.1 Parents/Carers will be responsible for meeting full costs for childcare provided by school or by a partner working with school, including any transport costs for supervised transfer. The school will aim to promote financially self-sustainable childcare with full regard to existing provision within the locality.

8. Transport to Extra-Curricular Activities

8.1 Parents/Carers may be charged to cover the transport expenses associated with of the trip an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

9. Loss of/ Damage to School Property

9.1 The Board of Governors reserves the right to ask parents/carers to meet the costs of repair/replacement of school property lost or damaged as a result of a pupil's misbehaviour. The principal will write to parents/carers requesting the amount to be paid to the school, approved by the Chair of governors.

10. Hire of School Premises

10.1 The Board of Governors has a separate policy for the hire of school premises.

11. School Fund

The Board of Governors ask for voluntary contributions for the benefit of the school or in support of activities organised by the school whether inside or outside school hours.

1. The Board of Governors recognises there is no obligation to make any contribution.
2. Registered pupils at the school will not be treated differently according to whether or not their parents have made any contributions.
3. All voluntary contributions will be highlighted in correspondence that requests them.
4. The school or Board of Governors will not ask our pupils or parents why they have not paid a voluntary contribution.
5. The School Fund will operate on an 'opt in /opt out' basis. Families who opt in will have the cost of transport for all school trips covered from the School Fund. Families who opt out will be asked to contribute to the cost of transport for individual school trips as they arise. (Entrance fees for any trips will be additional for all pupils)
6. The contributions asked for will be £15 per first child per term with an additional £5 per term for additional children. There are 3 terms in a school year making the cost for the first child £45.

12. Prohibited Fees and Charges

- Admission of a pupil to our school.
- Education in class during school hours (excluding individual tuition in the playing of a musical instrument and swimming lessons).
- Education outside of school hours required as part of any syllabus for a public examination for which the pupil is being prepared by the school.
- Entry of a registered pupil for any public examination.
- Material books, instruments or other equipment for use in connection with education.

This document is freely available to the entire school community and will be reviewed regularly



Signed – Chair of Governors:



Signed – Principal:

Date: 13th April 2021

Review Date: 2023