



# CHARGING AND REMISSIONS POLICY

## 1 Capital Fee

Friends' School, Lisburn is a Voluntary Grammar School and will therefore charge a Capital Fee of £140.00 per annum in respect of each pupil enrolled within the limits set by the Department of Education for Northern Ireland. The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and major renovation work and alterations.

In accordance with the Guidance issued by the Department of Education parents may apply to Governors for a remission of 50% of the Capital Fee if:

- a. The pupil or parent is in receipt of Income Support or Income-Based Job Seekers' Allowance;
- b. Where the parents receive the child Tax credit; are eligible for the Working Tax credit because they work for less than 16 hours per week; and have an annual taxable income not exceeding the amount specified for this purpose by the Department of Education for the school year in question; or,
- c. Where the pupil is the child of an asylum seeker supported by the Home Office National Asylum Support Service (NASS)

Applications for remission of the Capital Fee must be accompanied by official documentation confirming that the qualifications, listed above, have been met.

Where granted, remissions will apply from the date of application for the remission and will not be applied retrospectively.

## 2 Voluntary Contributions

The School has always offered a wide range of activities and provided educational materials over and beyond the statutory requirements. The School wishes to continue to make these available to its pupils. This cannot be done by relying solely on the resources provided by the Department of Education. The Board of Governors therefore asks parents to make a voluntary contribution of £228.00 per pupil per annum, so that these opportunities, which the School has provided for its pupils in the past, may be continued and if possible improved. No pupil will be disadvantaged in relation to whether or not his/her parents have made such contributions.

The School may seek voluntary contributions from parents or others in support of any school activity, whether during or outside school hours, residential or non-residential. If the activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case.

### **3 Excepted Pupils**

The School will also charge tuition fees in respect of excepted pupils.

An excepted pupil is:

- (i) a grammar school pupil who is not resident in Northern Ireland,
- (ii) a grammar school pupil whose parents are not EC nationals,
- (iii) a pupil in a grammar school preparatory department.

### **4 Books and Stationery**

All text books required by each pupil, other than an excepted pupil, will be provided free of charge. The books will remain the property of the School and it is expected that they will be kept in good condition and returned on request. A charge will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required.

Each pupil, other than an excepted pupil, will be provided free of charge with a reasonable amount of stationery each year. Additional stationery, if required, may be purchased privately or from the School.

### **5 Practical Subjects**

There is a charge of £10 a term for all pupils in Years 8, 9 and 10 to cover the costs of materials provided by the Home Economics, Technology and Art Departments. Pupils in Years 11 - 14 who have elected to study Home Economics are required to bring in their own ingredients for practical classes. The costs associated with other practical subjects will be met by the School. The School does, however, reserve the right to place a limit on any expenditure associated with the making of any article. If articles are made which parents wish to be taken home, the School may charge in advance for any materials involved.

### **6 Clothing**

Parents are responsible for the provision of correct School uniform. Protective clothing and equipment required for practical subjects will be provided free of charge by the School. Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

### **7 Fieldwork**

No charge will be made in respect of transport nor for the provision of specialist equipment connected with fieldwork, when this is associated with education provided wholly or mainly during school hours. Pupils will, when necessary, be required to bring a packed lunch and will also within reason be expected to provide suitable outdoor clothing. Packed lunches will be provided for those entitled to free school meals.

**8 Educational Visits During School Hours** No charge will be made for educational visits or trips which take place wholly or for more than 50% of the time during school hours. A parental contribution may be sought as set out in Para 2 (above).

### **9 Educational Visits Outside School Hours**

When pupils, as an optional extra, with the prior agreement of parents, take part in educational activities, wholly or for more than 50% of the time outside school hours, charges will be made. These charges will include the cost of travel, entrance fees, materials, books, instruments and equipment, insurance, non-teaching staff costs and, where appropriate, board and lodging. The charge may also include the cost of engaging teaching staff under a separate contract specifically to provide the optional extra and it may include the cost of supply

such staff with travel, board and lodging. The charge will not exceed the cost of providing the activity divided equally by the number of pupils participating. There may be occasions when parents will be charged directly for such events by a third party such as a travel agent.

In cases where such educational visits are part of a syllabus for an approved public examination for which pupils are being prepared by the School, no charge for the educational activity will be made. Nor will a charge be made where such visits are necessary to meet statutory requirements. A charge will be made to cover the cost of board and lodging where the activity involves the pupil spending a night or nights away from home. This charge will be remitted on application in the case of pupils whose families are in receipt of family credit or income support.

**10 Transport**

No charge will be made for travel associated with the statutory curriculum.

**11 Music**

A charge will be made in respect of individual tuition in the playing of a musical instrument or singing lessons.

All examination fees connected with individual music tuition will be paid by parents.

A charge will also be made for the hire of musical instruments owned by the School.

**12 Tours and Holidays**

The cost, including travel, of sports tours, holiday trips and visits to foreign countries, will continue to be charged to the parents of pupils who attend.

**13 Damage to Property**

When damage is done to School property through carelessness or misbehaviour, the School may charge up to the full cost of replacement or repair, the cost being borne by the parents of the pupil/s involved.

**14 Replacing Items of School Property**

Parents will be charged for the cost of replacing items of School property lost by a pupil, where such loss is the result of carelessness or negligence.

**15 Public Examinations**

No charge will be made for entering a pupil, other than an excepted pupil, for an approved public examination, if he/she has been prepared for that examination by the School. If this is not the case, the appropriate charge will be made. A charge may be made in respect of the entry of a pupil re-sitting an examination for which he/she had earlier been prepared by the School.

The School will also pass on to the parent any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

**16 Revision of Charges and Fees**

All charges and fees will be subject to annual revision by the Board of Governors.