



# Charges & Remissions policy

## School Mission Statement

At Glencraig Integrated Primary School we aspire to maximise the skills and talents of our pupils and staff in a respectful, happy, and caring environment, enabling them to become fulfilled and responsible citizens.

<b>Updated:</b>	<b>November 2023</b>
<b>Board of Governor Reviewed:</b>	<b>November 2023</b>
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## **Rights Respecting School**

At Glenraig Integrated Primary School we are a Rights Respecting School and uphold the articles contained in the UN Convention on the Rights of the Child.

### **Introduction**

The following Charges and Remission Policy has been drawn up taking account of Articles 127 – 138 of the Education Order (NI) 1989 and related guidance from the Department of Education Circular 1991/92.

This policy will be kept under review and may be amended as necessary in the light of experience and changing circumstances.

### **Education During School Hours**

There will be no charge made for education provided wholly or mainly during school hours. School hours refers to the two sessions making up the school day i.e., 9.00am – 12.15pm and 1.00pm – 2/3.00pm. However, where individuals receive specialised music tuition from the private music tutors who offer this service within school, then fees will be paid directly to the tutors and instruments are purchased or hired privately by the individual.

### **Activities Provided Wholly or Partly Outside the School Day**

If an activity falls partly during the school day and partly outside the school day, then if less than 50% of the time occupied (including travel time) is in school time the activity is deemed to have been provided outside school hours and a charge may be established as long as the activity is not an essential part of the school curriculum or for an examination.

*Any charge established will not exceed the actual cost of the activity.*

### **Residential Trips**

Where an out of school activity requires spending a night or nights away from home, a charge will be made which will not exceed the actual cost of board, lodging and any other sums to cover refreshments on the journey. Other costs including travel will be charged, if a chargeable activity, or be the subject of a voluntary contribution, if a non-chargeable activity i.e., takes place during the school day; is in relation to the NI Curriculum or is in preparation for a public examination.

The cost for residential trips may include non-teaching staff costs and both teaching and non-teaching staff board and lodging costs.

*Any charge established will not exceed the actual cost of the activity.*

### **Day Trips**

Non-residential trips will be deemed to take place wholly or mainly during school hours and therefore, free of charge. However, in these cases it will be necessary to ask for voluntary contributions to ensure that the activity takes place. If substantial contributions are not forthcoming for any proposed trip, then the activity will not take place.

### **Optional Extras**

Optional extras are those provided wholly or mainly outside school hours, and which are in addition to education provided to meet the requirements of the statutory curriculum.

Any such charge will not exceed the cost of provision and will be determined on the basis of the cost of each pupil participating.

### **After School Clubs**

After School Clubs take place wholly or mainly outside school hours and are additional to the education provided by the school. If the club is being facilitated by a member of staff any charge made will not exceed the actual cost of the activity. If the club is being facilitated by an outside body, it is the responsibility of the provider to collect payment from parents and the school will not be responsible for any shortfall in payments. Participation in any such activities is to be on the basis of parental/guardian choice and a willingness to meet such charges as are made.

### **Books, Equipment and Materials**

There will be no charge for books or equipment required for normal school activities. However, a charge may be made for equipment, materials or ingredients where parents/guardians indicate they wish pupils to keep the finished product. E.g., recorder

### **Healthy Break**

Parents/guardians of children in P1 – P2 have the option of taking part in our Healthy Break Scheme and purchasing a daily snack for their child. The cost covers a variety of foods plus milk or water. Payment is on a half termly basis. The amount charged covers the cost of all food and drink and any costs incurred in the preparation of the food. Any surplus is used to purchase additional items for the primary classes.

### **Breakage and Damage**

A charge will be made by the school for the damage or loss of school books, or for damage to the school structure or equipment if damage was due to inappropriate or malicious behaviour.

## **Voluntary Contributions**

Voluntary contributions will be sought in support of some school activities e.g., a visiting theatre company, magician or other performance. Where such contributions are sought, the amount will be such as to cover all or part of the cost of the activity, even where such activities would normally be provided free of charge.

In respect of voluntary contributions, Board of Governors will take account of the following factors:

- ❖ The need for long term planning.
- ❖ The right for parents to withdraw their voluntary contributions before the booking has been made.
- ❖ The availability of other sources of funding to subsidise the activity for example School Fund or PTA funds.

It is important to note that although some activities such as PE provision are statutory, the cost of this, including swimming, may be prohibitive in relation to the school's financial situation. In such circumstances a voluntary contribution will be sought to make the activity possible.

## **School Fund**

School fund provides an extra subsidy for school. This money contributes towards school trips, transport, swimming bus, sport coaches and the purchase of additional books and equipment. This is a voluntary donation to the school.

## **Charging Policy with Regard to the Hire of School Facilities**

The Board of Governors wishes to encourage the use of the school buildings by the community and will determine what charge, if any, will be applied.

Depending on the circumstances, the Board of Governors will not make a charge for any activity which it judges to be an extension of, or in support of, the work of the school. There will be no charge for the following: -

- ❖ Meetings of parents arranged by the school to discuss educational matters.
- ❖ Meetings of the PTA or its committees.
- ❖ Provision of after-school activities by outside bodies approved by the school.

The charge for use of facilities will be set by the Board of Governors at a properly convened meeting and will take account of the cost of providing heat, light and the salary of the building supervisor. The building supervisor will be present during the period of hire unless the principal agrees to some other arrangements.

Use of the kitchen facilities is not under the control of the Board of Governors and must be negotiated separately with the Education Authority.

The hire facilities is subject to a clear statement by the hirers as to the purpose/reasons for the meeting being held. The hire agreement will be approved by GIPS BOG in line with EA Facilities and Rent guidelines, e.g. no alcohol etc. The person making application for the use of school facilities will accept responsibility for the good conduct of those attending, inside the school buildings, in the school grounds and in the immediate areas. That person will also accept liability for any breakage or damage occurring as a result of the letting.

The person making the application is required to have obtained adequate and appropriate public liability insurance cover for the event taking place and the letting is agreed on that understanding. Neither the Education Authority nor the Board of Governors will be liable for any loss, damage or injury to any property or person, suffered by reason of any act, neglect or negligence of the organiser(s) of the event.