**CHARGING AND REMISSIONS POLICY**
**Sixth Form**
**2017-18**

## 1 Capital Fee

Wallace High School ("the School") is a Voluntary Grammar School and will therefore charge a Capital Fee per annum in respect of each pupil enrolled within the limits set by the Department of Education for Northern Ireland ("DENI"). The current annual charge is **£140** per pupil.

The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and renovation work and alterations. As recommended by DENI, in certain circumstances the Board of Governors will consider waiving the Capital Fee. **These circumstances are set out in (Circular 2008/19) on the DENI website. Any application for waiver should be made in writing to the Chairman of the Board of Governors.**

With the exception of those whose application for a waiver is successful, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted or a direct debit payment established. The commencement of a direct debit payment with 30 days of the issue of the bill will be viewed as a commitment to pay.

## 2 Sixth Form Levy

An annual levy of **£150** will be required from each pupil in Sixth Form to cover the maintenance of the Sixth Form Centre and related administration, staffing and catering services. This levy will be payable upon enrolment for each year of Sixth Form.

## 3 Voluntary Contributions and Optional Payments

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. However, this cannot be done by relying solely on the resources provided by the DENI.

**Voluntary Contribution**

The Board of Governors therefore asks parents to make an annual voluntary contribution of **£55** towards the general upkeep of the School buildings and grounds.

The School may from time to time 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.

**Optional Payments**

In addition the Board of Governors recommends parents consider providing access to resources for their children by making additional optional payments, it not being a statutory requirement of the Board of Governors to provide them.

*Optional Payment 1*

**£140** to join the Extra Curricular Sports Club of the school which offers coaching, matches and transport outside the school day. This is a single annual payment which falls due on 1 September. No abatement will be given on this charge mid-year. A **£140** payment from parents for extra-curricular sport, coaching and travel covers, only partially (approximately 50%), the school's significant investment in this area.

These payments will enable the School to continue and improve the opportunities provided for its pupils. No pupil will be disadvantaged in the School's requirement to offer the statutory curriculum in relation to whether or not his/her parents have made such optional payments.

*Optional Payment 2*

**£25** membership fee for all extra-curricular Music groups. This annual payment will be used to establish a library of sheet music which will be available for choral and instrumental groups.

**4 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 EU nationals,
(iii) a pupil in the grammar school preparatory department,
(iv) international pupils.

**5 Books and Stationery**

All text books required by each pupil, other than an excepted pupil, will be provided free of charge, although a refundable deposit may be required against specialist subject books. 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.

**6 Practical Subjects**

The School does 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.

**7 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. Assistance with the provision of school uniform and physical education clothing can be given to children of secondary school age whose parents are in receipt of Income Support by application to the Education Authority (South Eastern Region). Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

**8 Fieldwork**

No charge will normally 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**. In some circumstances a parental contribution may be sought towards this cost as set out in Section 2. 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.

**9 Educational Visits During School Hours**

No charge will normally be made for educational visits or trips which take place wholly or for more than 50% of the time during school hours. In some circumstances a parental contribution may be sought as set out in Section 2 (above).

## 10 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 supplying 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 for the educational activity where such visits are necessary to meet statutory requirements.

Overnight Accommodation

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 may be waived on application in the case of pupils whose families are in receipt of family credit or income support.

## 11 Transport

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

## 12 Music

A charge will be made in respect of tuition in the playing of a musical instrument or singing lessons. All examination fees connected with music tuition will be paid by parents including the cost of engaging an accompanist as required. A charge will also be made for the hire of musical instruments owned by the School.

## 13 Tours and Holidays

The cost, including travel, of sports tours, holiday trips and visits will continue to be charged to the parents of pupils who attend. Further costs such as those noted under Section 9 of this policy may also be charged. **In all cases, no pupil will be permitted to take part in an optional extra activity if all Capital Fees due for the pupil are not fully remitted in accordance with Section 1.**

**14 Damage to Property**

When damage is done to School or other 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.

**15 Replacing Items of School Property**

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

**16 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 will be made in respect of the entry of a pupil re-sitting an examination.

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

**17 Group Personal Accident Policy for Pupils**

The school operates a Group Personal Accident Policy for all registered pupils of the school. As a Group Policy holder the school is entitled to collect a contribution from all parents of pupils registered at the school.

The contribution for 2017/18 is **£3**.

The policy is renewed annually on 30 September. A policy summary and the full policy wording are available to download from the school's website.

**18 Collection of outstanding Charges and Fees**

Fees are due on 31 October 2017. Parents are requested to pay school fees and charges by direct debit which will commence on the last banking day in October.

All fees are payable within 30 days of issue for those not paying by direct debit. The commencement of a direct debit payment within 30 days of the issue of the bill is viewed as a commitment to pay.

Any fees not remitted within 30 days for non direct debit payers, or a direct debit payment which has not commenced 30 days after the issue of the bill or a direct debit request which has been returned unpaid by the bank after a direct debit has commenced, will be followed up with a reminder notice, a final demand and where necessary referred to the School's solicitor.

**19 Revision of Charges and Fees**

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

This policy will be reviewed annually by the Bursar.

Date: 19 September 2017