

# CHARGING AND REMISSIONS POLICY FOR Carrickfergus Academy



Version	Date	Revision Author	Summary of Changes
1	AUGUST 2018		
2	November 2021	PDG	Change of Subject Leader Art and addition of BACS transfer
	16 December 2021		Ratified by Board of Governors

## **1. INTRODUCTION**

1.1 The Governors of Carrickfergus Academy are committed to ensuring that all pupils, regardless of socio-economic background, have equal access to the curriculum and to school facilities.

1.2 The school will follow articles 127 - 135 and 137 - 138 of the Education Reform (NI) Order 1989 and the guidance provided by DENI Circulars 1991/92 and 2007/20.

## **2. EDUCATION WITHIN SCHOOL HOURS**

2.1 Charges will not be made in respect of the education provided wholly or mainly during school hours, except in respect of individual tuition in the playing of a musical instrument (an optional extra), and equipment. In the case of individual music tuition, a charge may be made for the hire of instruments. The rates of charging will be decided annually and parents whose son/daughter wishes to avail of such tuition will be informed of the costs in advance.

## **3. EDUCATION OUTSIDE SCHOOL HOURS**

3.1 Charges will be levied for activities wholly or partly outside the school day which are not part of the school curriculum.

3.2 Charges will be levied for fieldwork involving an over-night stay, board and lodging.

## **4. TRANSPORT INCIDENTAL TO EDUCATION**

4.1 Charges will not be made for transport provided to carry pupils to or from any place outside the school premises in order to comply with the normal curriculum (for example, between school and the local swimming pool where the admission to such facilities will also be paid by the School). However, as is the case with swimming and other activities, the cost of transport, admission and tuition can place added strain on the school's budget, parents may be invited to make a voluntary contribution towards the cost of this activity.

## **5. TEXTBOOKS, STATIONERY AND PRACTICAL MATERIALS**

5.1 The school will provide all texts books (which will remain the property of the school) and the minimum required amount of stationery free of charge. Pupils may be offered the opportunity to buy text books in order to make notes etc. on the books. These books will be the property of the pupil. Pupils will be required to pay for any text books which are lost, damaged or unreturned on demand and for any stationery to be purchased as an optional extra beyond the allocated amount.

5.2 The school is also allowed to charge for, or require the supply of, ingredients and materials used by a pupil if the parents have indicated in advance a wish to own the finished product. This can also be owned by the pupil. If parents do not wish to have articles taken home, the school reserves the right to put a ceiling on expenditure associated with any article.

5.3 The provision of equipment excludes clothing other than essential protective items such as safety goggles. Parents are therefore responsible for the provision of the correct school uniform and the correct sports clothing and equipment.

## **6. PUBLIC EXAMINATION ENTRIES**

6.1 Entry fees are met by the school for the first sitting of approved public examinations for courses which it provides and for which parents/guardians have agreed the entry. If the pupil fails to meet requirements (e.g. coursework/Controlled Assessment) or fails to turn up for an examination, any cost incurred by the school will be passed onto the parent/guardian.

6.2 Examination entries, for current pupils of the School, will be paid once only. The cost of any resit of an examination or module will be a charge to the parent/guardian and must be paid for in advance by the parent/guardian.

6.3 Any costs of re-marks must be paid for in advance by the parent/guardian. The cost of any remark which results in an improved grade will be reimbursed to the parent/guardian.

## **7. OPTIONAL EXTRAS**

7.1 When the school provides an optional extra (i.e. an activity organised or arranged by the school in which pupils participate voluntarily) the cost will normally be passed on in full to parents.

## **8. PROPERTY DAMAGE AND FINES**

8.1 When damage is done to equipment or buildings through careless or bad behaviour, the school will charge up to the full cost of replacement or repair, the cost being borne by the individual or group of pupils involved.

## **9. TOURS AND EDUCATIONAL VISITS**

9.1 The cost, including travel, of sports tours, holiday trips and visits to foreign countries, will continue to be charged to the pupils who attend. Pupils will not be permitted to undertake such trips if any fees or bills are outstanding.

9.2 For overnight trips taking place during term time, the pupils participating in the trip will be required to meet 100% of the costs of substitute teacher cover. This will be built in to the costing for the trip and divided equally amongst all of the participants.

## **10. VOLUNTARY SCHOOL FUND CONTRIBUTION**

10.1 The School Fund is put to many uses to support extra and co-curricular activities and other activities that cannot be provided through the DE grant received by the school but which are central to the school's ethos and the educational experience that we seek to provide for our pupils. The money is used to purchase equipment for the extra-curricular programme, assist with the cost of bus hire, contribute to the maintenance and running costs of the school minibuses and support the maintenance of the school's ethos.

The School believes in providing as many opportunities as possible for its pupils to develop academically, personally and as young citizens and is very grateful to parents for the contribution that they make annually to the school to help in this process. The voluntary School Fund contribution is £20 per annum per family.



Dear Parent/Guardian it is Carrickfergus Academy's policy to make sensible arrangements for pupils in the school with regard all subjects. We endeavour to give to the children the widest range of provision possible. The Department of Education has introduced a policy document which requires schools to draw up Charges and Remissions Policy. One aspect deals with **practical** subjects.

*"Charges will be made for ingredients and materials needed for courses in practical subjects provided by the school where parents indicate in advance, in writing, a wish to receive the finished product." These charges allow us to offer provision for your son/daughter to experience a wide and a more exciting range of materials, tools and processes. The charges are as follows:*

### **TECHNOLOGY AND DESIGN –**

**KS3** pupils are requested to contribute **£5** per year towards projects.

**KS4** specialising in Technology contribute **£10** to cover both years.

**KS5** specialising in Technology contribute **£20** per year.

**This will be collected by the Technology teachers** during the first two weeks of September.

### **ART –**

**KS3** pupils are requested to contribute **£5** per year towards projects.

**This will be collected by the Art teachers** during the first two weeks of September.

**GCSE and A level pupils (yr11 and 13)** will be required to source a portfolio of art materials and carrying folder to complete their paintings and drawings throughout the two years of their course in September. They will also be required to supply the specialist materials to create their one final exam piece in year 12, 13 and 14 around the month of March.

### **HOME ECONOMICS –**

**KS3** pupils are requested to contribute **£12** per year towards projects.

**Year 11** pupils are requested to contribute £20 per year

**Year 12** pupils are requested to contribute £15 per year

**This will be collected by the HE teachers** during the first two weeks of September. Please pay these monies **SEPARATELY TO EACH DEPARTMENT.**

Cheques should be made payable to Carrickfergus Academy and crossed.

The class teacher will sign pupil's homework diaries to acknowledge any payments stating the amount and date received or issue a receipt.

Information in respect to BACS transfer will also be provided.

**Many thanks for your continued support and please feel free to contact us if you have any questions or concerns**

**Regards**

**Mr Simpson Subject Leader Technology and Design.**

**Mrs Thacker and Mrs Redmond Subject Leaders Art and Design.**

**Mrs R Neale Subject Leader Home Economics.**