

CHARGING AND REMISSIONS POLICY FOR Carrickfergus Academy



Version	Date	Revision Author	Summary of Changes	Ratified by Governors
1	AUGUST 2018			
2	September 2023	A Irvine	Exam re-mark Addition of subject specific letters as appendices	5 th October 2023

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.

1. 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/materials for practical subjects**. 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.

2. 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.

3. 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.

4. 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.

5. 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 have agreed the entry. The cost incurred by the school will be passed onto the parent if the pupil fails to meet requirements (e.g. Coursework/Controlled Assessment) fails to turn up for an examination, or does not attempt the paper in any way.

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 and must be paid for in advance by the parent.

6.3 Any costs of re-marks must be paid for in advance by the parent. The cost of a remark within 3 marks of a grade boundary will be paid for by school. Outside of this condition parents will assume the full responsibility.

6. 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.

7. 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.

8. 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 charges are outstanding. The pupils participating in trips will be required to meet 100% of the costs of substitute teacher cover. This will be built into the costing for all trips and divided equally amongst all of the participants.

9. 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 currently £20 per annum per family.



CARRICKFERGUS ACADEMY

Charges and Remission Policy for Practical Subjects

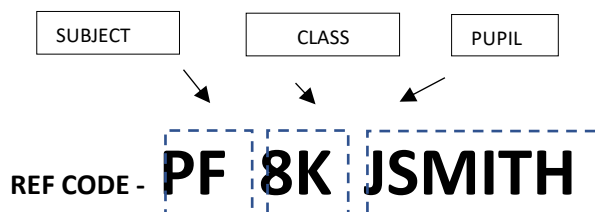
TECHNOLOGY & DESIGN, HOME ECONOMICS and ART & DESIGN DEPARTMENTS

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.

An annual **£30 payment** will cover **Home Economics, Technology & Design and Art & Design** together in a one-off payment. These charges allow us to offer provision for your son/daughter to experience a wider and more exciting range of materials, tools, and processes and cover the cost of ingredients needed to complete Home Economics practical activities.

Payment method -

EXAMPLE – SUBJECT / 8K (TEACHING CLASS CODE) / JOHN SMITH



ACC - 80186899 SORT CODE - 950679

Alternatively - cash/cheque can be paid directly to the individual subject teacher. (Cheques should be made payable to Carrickfergus Academy and crossed.)

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

Regards

Technology & Design / Art & Design / Home Economics Departments

Appendices



CARRICKFERGUS ACADEMY

ART DEPARTMENT

Dear Parent/Guardian

We are delighted that your son/daughter has selected to study GCSE Art and Design. This exciting course offers pupils the opportunity to explore a wide range of media, materials and processes, culminating in final outcomes in a variety of areas such as Graphic Design, Ceramics, Fashion and Textiles, Fine Art and Mixed Media, Printing, Furniture/Lighting etc.

Each pupil will receive an Art pack in September providing them with the following equipment:

A4 Plastic Folder, colouring pencils, oil pastels, paintbrushes and an A4 sketchbook. This will remain in school to be used in class.

To cover the cost of additional materials such as clay, felt/fabric, printing, and colour photocopying we are asking each pupil to pay £10. This can be paid via: BACS transfer (see details below) cash or cheque (please write reference on back of cheque)

Payment method – Subject/Year Group/Name

REF CODE – Art11JSMITH

ACC – 80186899 SORT CODE – 950679

List of materials required for home: (may be purchased from Amazon, The Range etc)

Sketching pencils – HB, 2B

Paintbrushes

Watercolours

Colouring Pencils

Acrylics (optional)

Thanks for your ongoing support

Mrs C Thacker and Mrs N Redmond

(*Subject Leaders of Art and Design*)



CARRICKFERGUS ACADEMY

ART DEPARTMENT

Dear Parent/Guardian

Your son/daughter are continuing their study of GCSE Art and Design in Yr 12. Each pupil received an Art pack in Year 11 providing them with a range of equipment:- A4 Plastic Folder, colouring pencils, oil pastels, paintbrushes and an A4 sketchbook and this is continuously topped up throughout the course.

This exciting course offers pupils the opportunity to explore a wide range of media, materials and processes, culminating in final outcomes in a variety of areas such as Graphic Design, Ceramics, Fashion and Textiles, Fine Art and Mixed Media, Printing, Furniture/Lighting etc.

To cover the cost of additional materials such as clay, felt/fabric, printing, and colour photocopying we are asking each pupil to pay £10. This can be paid via: BACS transfer (see details below) cash or cheque (please write reference on back of cheque)

Payment method – Subject/Year Group/Name

REF CODE – Art12JSMITH

ACC – 80186899 SORT CODE – 950679

List of materials required for home: (may be purchased from Amazon, The Range etc)

Sketching pencils – HB, 2B

Paintbrushes

Watercolours

Colouring Pencils

Acrylics (optional)

Thank you for your ongoing support

Mrs C Thacker and Mrs N Redmond

(Subject Leaders of Art and Design)



CARRICKFERGUS ACADEMY

A' Level Charges and Remission Policy for Practical Subjects (PRACTICAL FUND)

ART & DESIGN DEPARTMENT

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.

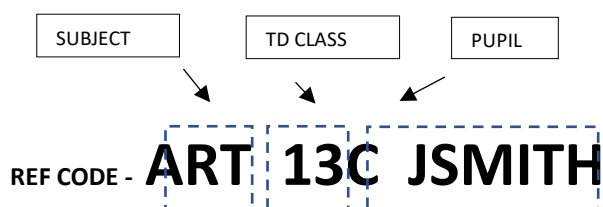
A payment to the Art & Design Department will allow us to offer provision for your son/daughter to experience a wider and a more exciting range of materials, tools, and processes including ceramics, printing etc.

Year 13 AS - £20

Year 14 A2 - £20

Payment method -

EXAMPLE –SUBJECT / 9K (TEACHING CLASS CODE) / JOHN SMITH



ACC - 80186899 **SORT CODE - 950679**

Alternatively - cash/cheque can be paid directly to the individual subject teacher. (Cheques should be made payable to Carrickfergus Academy and crossed.)

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

Regards

Art & Design Department

June 2023



**CARRICKFERGUS
ACADEMY**

Dear Parent/Guardian

Your child has chosen to study a Hospitality course in the HE department in September. As part of the course a contribution of £30 is required to help towards the costs for the provision of ingredients for practical classes. We are asking for this payment to be made promptly by 1st September 2023. Unfortunately, if this is not paid it may affect your child's participation in practical cookery lessons as I am sure you can understand in the current climate and with the price of ingredients.

To help reduce the amount of money that has to be handled we would appreciate it if you could make the payment via an electronic transfer by 1st September 2023. This can be paid as one payment of £30 or two payments of £15(£15 in July and £15 in August)

BACS transfer can be made with the following details so we can keep track of who has paid.

Payment method – Subject / Year Group / Pupil name

REF CODE – HOSP11JSMITH

ACC – 80186899 SORT CODE – 950679

If this is not possible cheque or cash payment can be made to your child's Hospitality teacher in a sealed envelope labelled with their name and Hospitality money. This must be paid by 1st September 2023

A message will be sent via Parent App to add any information regarding food allergies. The pupils often eat food in class, so it is important that members of staff are aware of any foods to which they may have an allergy. If an allergy develops during the year, please update this on Parent App and also emphasize to your son or daughter that they must remind their Hospitality teacher if they could be allergic to any food.

Thank you for your co-operation regarding the above.

Mrs McIlwrath

Subject Leader Home Economics

June 2023



**CARRICKFERGUS
ACADEMY**

Dear Parent/Guardian

Your child is continuing to study a Hospitality course in the HE department in September . As part of the course a contribution of £30 is required to help towards the costs for the provision of ingredients for practical classes. We are asking for this payment to be made promptly by 1st September 2023. Unfortunately, if this is not paid it may affect your child's participation in practical cookery lessons as I am sure you can understand in the current climate and with the price of ingredients.

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BACS transfer can be made with the following details so we can keep track of who has paid.

Payment method – Subject / Year Group / Pupil name

REF CODE – HOSP12JSMITH

ACC – 80186899 SORT CODE – 950679

If this is not possible cheque or cash payment can be made to your child's Hospitality teacher in a sealed envelope labelled with their name and Hospitality money. This must be paid by 1st September 2023

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Thank you for your co-operation regarding the above.

Mrs McIlwrath

Subject Leader Home Economics



CARRICKFERGUS ACADEMY TECHNOLOGY DEPARTMENT

Dear Parent/Guardian

We are delighted that your son/daughter has selected to study within the Technology department. As you will appreciate material costs are very expensive and to allow your child to complete this course we would ask for a contribution towards these costs.

We are asking each pupil AT KS4 to pay £10 and at KS5 to pay £20. This can be paid via: BACS transfer (see details below) cash or cheque (please write reference on back of cheque)

Payment method – Subject / Year Group / Name

REF CODE – TD11JSMITH

ACC – 80186899 SORT CODE – 950679

Thanks for your ongoing support

Mr Simpson

(Subject Leader of Technology)