

Charging Policy

In conformity with the requirements of the Education Reform Order (NI) 1989, it is the policy of the Board of Governors:

- 1 To levy a capital charge for the purpose of meeting expenditure on the provision or alteration of school premises or for equipment provided in connection with the provision or alteration of school premises.
In accordance with guidance issued by the Department of Education, the Board of Governors may consider a reduction and/or waiver of a part or all of the capital charge if:
 - 1.1 the pupil or parent is in receipt of Income Support or Income-Based Job Seekers' Allowance; or
 - 1.2 where the parents receive the Child Tax Credit and are ineligible for the Working Tax Credit because they work less than 16 hours per week and have an annual taxable income not exceeding an amount determined by the Department for the school year in question; or
 - 1.3 where the pupil is the child of an asylum seeker supported by the Home Office National Asylum Support Service (NASS);
 - 1.4 the pupil or parent (as the case may be) is in receipt of Universal Credit and would otherwise have satisfied Condition 1.1 or 1.2 above before the introduction of Universal Credit;

Any application for reduction/waiver should be made in writing to the Chair of the Board of Governors as soon as the parent is in receipt of such benefit(s) or should have been aware of the circumstances entitling them to seek a reduction/waiver by satisfying one of the conditions outlined above. Such application must be accompanied by official documentation evidencing that the Applicant meets at least one of the conditions above.

The Board of Governors reserves the right not to consider such an application, if it has not been brought promptly or has not been accompanied by the relevant supporting documentation. A reduction/waiver cannot be made for past fees if an application has not been made in time.

- 2 To levy, except where pupils are entitled to statutory remission, a charge for all board and lodging on residential visits;

C:\Users\Cnorris035\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D3R6V4ZJ\Main School Charging Policy Sept 2019.Docx	First approved by Board of Governors:
	Reviewed by Board of Governors:

- 3 To levy a charge for activities wholly or mainly outside school hours which are not part of the Northern Ireland Curriculum, statutory religious education, or in preparation for a prescribed public examination;
- 4 To levy no charge for examination entries, except where:
 - 4.1 the School has not prepared pupils for the examination for which entry is made; or
 - 4.2 a pupil has failed, for no good reason, to complete the requirements for examination or to attend for it; or
 - 4.3 a pupil is resitting an examination previously paid for by the School;
- 5 To levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the Northern Ireland Curriculum, statutory religious education, or in preparation for prescribed public examinations or in courses taught at the School, except where parents have indicated in advance their wish to purchase the product;
- 6 To request voluntary contributions from parents for the enhancement of school facilities, and for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution;
- 7 To seek payment from parents for damage or loss to school property caused wilfully or negligently by their children;
- 8 To leave to the Principal's decision the portion of costs of an activity which should be charged to public or non-public funds;
- 9 To delegate to the Chairman and the Principal the determination of any individual case arising from the implementation of this policy.

Note: the word 'charge' is used throughout to denote a compulsory payment which may legally be required. All other payments are 'voluntary contributions' The law does not put a limit on the amount of voluntary contribution which parents or others may make for the benefit of the school or for school activities; nor does it place any restriction upon the purpose for which such contributions can be sought. Boards of Governors are free to establish their own practices on this matter and may, of course, undertake other general fund-raising activities for the benefit of the school and the education of its pupils.

C:\Users\Cnorris035\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D3R6V4ZJ\Main School Charging Policy Sept 2019.Docx	First approved by Board of Governors:
	Reviewed by Board of Governors:

Current Fees

The 'Capital Fee' is currently £140 per annum. The Governors also request a payment of £200 per Annum to be used for whole school activities, resources and premises as necessary. This is known as Contribution to the 'Contingency Fund'.

Invoices are issued annually in September and an option to pay by Direct Debit on a monthly basis or by credit/debit card is available.

C:\Users\Cnorris035\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\D3R6V4ZJ\Main School Charging Policy Sept 2019.Docx	First approved by Board of Governors:
	Reviewed by Board of Governors: