



CHARGING AND REMISSIONS POLICY

1 Capital Fee

Bangor Grammar 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 money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and major 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.

2 Voluntary Contributions

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. This cannot be done by relying solely on the resources provided by the Department of Education. The Board of Governors therefore asks parents to make a voluntary contribution towards capital projects and a voluntary contribution of per pupil per annum towards curricular requirements. This enables the School to continue and improve the opportunities provided for its pupils. No pupil will be disadvantaged in relation to whether or not his parents have made such contributions. For the 2009/10 academic year these fees have been set by the Board of Governors as £30 voluntary capital and £225 voluntary curricular.

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.

3 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 a grammar school preparatory department.

4 Books and Stationery

All text books required by each pupil, other than an excepted pupil, will be provided free of charge. 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.

5 Practical Subjects

There is a charge of £20 a term for all pupils in Years 8 and 9 to cover the costs of materials provided by the Home Economics Department. There is a charge of £10 a term for Year 12 for all pupils studying GCSE Technology to cover the costs of materials provided by the Technology Department.

The costs associated with other practical subjects will be met by the School. The School does, however, 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.

6 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 South Eastern education and Library Board.

Parents are also responsible for the provision of the correct clothing and equipment for Physical Education and Games.

7 Fieldwork

No charge will 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 circumstance a parental contribution may be sought towards this cost. 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.

8 Educational Visits During School Hours

No charge will 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 Para 2 (above).

9 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 supply 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 where such visits are necessary to meet statutory requirements. 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.

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.

10 Transport

No charge will be made for travel associated with the statutory curriculum. In some circumstances a parental contribution may be sought.

11 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.

A charge will also be made for the hire of musical instruments owned by the School.

12 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.

13 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.

14 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.

15 Public Examinations

No charge will be made for entering a pupil, other than an excepted pupil, for an approved public examination, if he 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 on to the parent any charge which may arise as a result of a parent's request to have a pupil's examination results scrutinised.

16 Collection of outstanding Charges and Fees

All fees are payable within 30 days of issue. Any fees not remitted within 30 days will be followed up with a reminder notice, a final demand and where necessary referred to the School's solicitor.

17 Revision of Charges and Fees

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