

LARNE GRAMMAR SCHOOL

POLICY ON CHARGING

School Admissions

Charges will not be made in respect of the admission of pupils to the school unless the pupil is not resident in Northern Ireland.

School Hours

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), capital expenditure on school premises and equipment and education or educational facilities for excepted pupils. 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 themselves of such tuition will be informed of the costs in advance.

Education outside school hours

Charges will not be made in respect of the education provided for a pupil wholly or mainly outside school hours, where the education is required as part of any syllabus for an approved examination. This does not apply to an excepted pupil.

For all careers visits and fieldwork the school will not charge for transport or for the provision of specialist equipment. Pupils will, where necessary, be required to bring a packed lunch and will also, within reason, be expected to provide suitable outdoor clothing.

For fieldwork involving an over-night stay, charges will be levied for the actual cost of board and lodging. Where this involves pupils who are entitled to free school meals, the school will advise the parents of their entitlement to claim remission and will remit any associated board and lodging charges for any part of the duration of the trip.

Transport Incidental to Education

No charges will 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). Travel as part of the inter-school games or to events or competitions where pupils are representing the School will also be free of charge.

Incidentals to Education

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 will 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. Additional items of stationery, if required, may be purchased privately or through the school stationery office much more cheaply than from retailers.

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.

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. The North-Eastern Board will continue to have the power to operate a scheme of assistance for pupils who attend schools inadequately or unsuitably dressed.

Public Examination Entries

The school will not charge for entering a pupil, other than an excepted pupil, for any approved examination, if it has prepared the pupil for that examination. This also applies where the school has further prepared a pupil to resit an approved public examination and re-enters the pupil for that examination. On the other hand, if pupils choose to enter an examination for which the school has not prepared them or they choose to repeat examinations already taken in an attempt to improve grades, charges will be levied. These charges must be paid before pupils will be entered for the exam.

If a pupil fails to turn up for an examination (except in exceptional circumstances), he/she will be charged the appropriate fee.

If a pupil chooses to query the grades awarded in a public examination, the appropriate charges will be levied in advance.

Optional Extras

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. However, the school will continue to pay up to 50% of the fees associated with official coaching courses for regular school activities.

Charges for Breakages and Fines

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.

Tours and Holidays

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.

Charges for excepted pupils

The Board of Governors is permitted to make charges and to determine the amount of the charges to be made in respect of the education provided for excepted pupils at the school. This will include the charges for tuition, transport other than home to school transport, and other incidentals.

Capital Charges

As a Voluntary Grammar school, we are allowed to charge a capital fee within limits set by the Department of Education. The money so raised may be used only for capital building projects and the equipment for such new projects. The capital fee has been set at £150 per annum per child. For second and subsequent children at school concurrently the capital fee will be £100.

Exemptions

Pupils who qualify for free school meals on the census date (early October) will be exempt from the Capital Charge.

Voluntary Contributions

In order to enable the school to maintain the high quality of educational services that it has always provided, the Board of Governors has decided to ask parents for a voluntary contribution of £30 per annum per child. This money will be used to cover the running costs of school minibuses, transport involved in fulfilling sporting fixtures, school magazine and many other activities.

The total sum of the compulsory capital charge of £150 and the voluntary contribution of £30 will be payable not later than the end of October.

The fees outlined above are subject to annual review.

Entry to Years 13 and 14

Pupils with outstanding fees will not be admitted to Year 13. Pupils whose fees are outstanding in June of Year 13 will be required to pay all remaining fees (including Year 14) before admission to Year 14.