

LARNE GRAMMAR SCHOOL  
**CHARGING POLICY**

**1. INTRODUCTION**

- 1.1 The Governors of Larne Grammar School 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), capital expenditure on school premises 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 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.
- 3.2 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.
- 3.3 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.

**4. TRANSPORT INCIDENTAL TO EDUCATION**

- 4.1 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.

**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 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.
- 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. The Education Authority will continue to have the power to operate a scheme of assistance for pupils who attend schools inadequately or unsuitably dressed.

**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 re-sit 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.

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

**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 CAPITAL FEE & VOLUNTARY SCHOOL FUND CONTRIBUTION**

10.1 The combined Capital Fee and Voluntary School Fund Contribution has been set at £180 per annum per child. For second and subsequent children at school concurrently the amount requested will be £140 per annum per child.

10.2 Capital Charge

As a Voluntary Grammar School, the Governors of Larne Grammar School are permitted 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. £100 of the School Fee will be allocated to the capital fund. For second and subsequent children at school concurrently the capital fee will be £60.

10.3 Voluntary School Fund Contribution

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, meet the cost of bus hire, pay for coaching and tuition, contribute to the maintenance and running costs of the two school minibuses, support the maintenance of the school's ethos and provide insurance cover for pupils involved in extra-curricular activities.

Larne Grammar 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 £80 per annum per child.

10.4 The total sum owing may be paid either as a single payment on a date set by the School at the end of October. Alternatively, other payment arrangements can be put in place with the agreement of the Bursar.

10.5 The fees outlined above are subject to annual review.

**11 EXEMPTIONS**

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

**12 ENTRY TO YEAR 13**

12.1 Pupils with outstanding fees will not be admitted to Year 13.