

Windmill Integrated Primary School and Nursery Unit



Charging and Remissions Policy

Date of Ratification:

The Board of Governors of Windmill Integrated Primary School and Nursery Unit

1. Recognises the right to a free education for registered pupils in this school.
2. Recognises activities organised mainly during normal teaching time are made available to all registered pupils, regardless of the ability or willingness of their parents to meet the cost.
3. Requires parents to pay charges for children on residential trips.
4. Maintains the right to invite voluntary contributions for the benefit of the school.
5. Recognises there is no statutory obligation on the Board of Governors to make any charge for any form of education or related activity.

1. Introduction

1.1 All education during school hours is free with the exception of individual or group music tuition (See 4 below). We do not charge for any activity undertaken during school hours as part of the Revised Northern Ireland Curriculum.

2. School trips/visits and activities during school time - voluntary contributions

2.1 When organising school activities, trips or visits which enrich the curriculum and educational experience of the children, the school invites parents/carers to contribute to the cost. All contributions are voluntary. If sufficient voluntary contributions are not made a proposed event would be cancelled unless school is able to cover the shortfall arising from parents/carers unwilling or unable to make a voluntary contribution. If the event does proceed each child would be allowed to participate fully without discrimination irrespective of contribution circumstances.

2.2 Parents/Carers have a right to know how each individual trip is funded. The school provides this information on request.

2.3 The following is a list of additional activities sometimes organized by the school, which require voluntary contributions from parents. These activities are known as 'optional extras'. This list is not exhaustive:

- French
- Snack (Nursery/P1/P2)
- visits to museums;
- sporting activities - sometimes involving transport expenses;
- outdoor adventure activities;
- visits to the theatre;
- musical events, cinema visits

2.4 Parents/Carers will be given reasonable advanced notice of proposed visits/activities and school will provide details of how each individual voluntary contribution amount has been determined. Staged payments may be arranged where contributions are significant.

3. Dinner Money- Charges

Parents/Carers will be responsible for meeting full costs for school dinners unless child is entitled to Free School Meals.

If payment is not forthcoming by the end of the first week (5 school days) a letter/text detailing how much is owed will be sent to the parent/carer requesting payment directly to the school the next working day and informing them to provide their child/children with a packed lunch to prevent further arrears.

If, by the end of the second week (10 school days) the above action proves unsuccessful in securing dinner money arrears, a formal letter will be sent to the parent/carer explaining that the school will be making a referral to the Education Authority's Education Welfare Service (EWS). The school will continue to provide school meals while the EWS is carrying out its assessment to determine whether or not you are entitled to free school meals. **If, following the assessment, the EWS confirms that you are not entitled to free school meals, the provision of school meals will cease.**

In making their assessment, if the EWS determines that a child is a child in need, they will make a referral to the Gateway Team of the local Health and Social Care Trust. This referral will enable the Gateway Team to establish if there is a need for this service to undertake any further assessment.

4. Residential visits - Charges

4.1 If the school organises a residential visit in school time or mainly school time, which is to provide education directly related to the Northern Ireland Curriculum, we do not make any charge for the education. However, we do make a charge to cover the costs of board and lodging and may invite voluntary contributions to meet other costs associated with the visit.

4.2 Parents/Carers will be given advanced notice of proposed residential visit opportunities together with an early indication of charges and voluntary contribution requests and staged payments may be arranged where contributions are significant. If any parent experiences difficulty, please contact the Principal, Mrs Ferguson to discuss the matter.

5. Music tuition

5.1 All children study music as part of the normal school curriculum. We do not charge for this.

5.2 Visiting music teachers offer individual or small group music tuition at the school which is additional to the Northern Ireland Curriculum. We give parents information about

availability of this facility at the start of each academic year and a charge is made for these lessons. Parents/Carers who receive specific state benefits pay 50% of the charges for music tuition – details will be provided at the time that tuition is offered.

6. Swimming

6.1 The school organises swimming lessons for all children in Year 3 - 7. These take place in school time and are part of the Northern Ireland Curriculum.

7. Out of School clubs and activities

7.1 The school offers a range of out-of-school clubs – and reserves the right to charge for such sessions to cover the cost of provision where those activities are not directly aimed at providing educational benefit to pupils.

8. FunClub

8.1 Parents/Carers will be responsible for meeting full costs for Fun Club.

9. Transport to Extra-Curricular Activities

9.1 Parents/Carers may be charged to cover the transport expenses associated with the trip of an extra-curricular activity. Charges for transport will be strictly based on covering actual costs (as defined in legislation) with no profit element.

10. Loss of/ Damage to School Property

10.1 The Board of Governors reserves the right to ask parents/carers to meet the costs of repair/replacement of school property lost or damaged. The principal will write to parents/carers requesting the amount to be paid to the school.

11. Hire of School Premises

11.1 The Board of Governors has a separate policy for the hire of school premises.

12. Voluntary Contributions

The Board of Governors may ask for voluntary contributions for the benefit of the school or in support of activities organised by the school whether inside or outside school hours.

1. The Board of Governors recognises there is no obligation to make any contribution.
2. Registered pupils at the school will not be treated differently according to whether or not their parents have made any contributions.
3. All voluntary contributions will be highlighted in correspondence that requests them.

4. The school or Board of *Governors* will not ask our pupils or parents why they have not paid a voluntary contribution.