

March
2019

CHARGING AND REMISSIONS POLICY



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 Date Reviewed: May 2015
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 March 2019
 Review: As Required

1. BASIC PRINCIPLES

This policy statement has been prepared in conformity with the Education Reform (NI) order 1989 and in accordance with the Grammar Schools (Charges) (Amendment) Regulations (Northern Ireland) 2008.

2. CAPITAL FEE

Sullivan Upper School is a Group A Voluntary Grammar School and therefore charges a Capital Fee of £140 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 is used for the purpose of meeting expenditure on the provision or alteration to school premises or for equipment provided in connection with the provision or alteration to school premises.

In accordance with the Guidance issued by DENI, the Board of Governors may consider a deduction and/or waiver of a part or all of the capital fee if:

- a. the pupil or parent is in receipt of Income Support or Income-Based Job Seekers' Allowance; or
- b. 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 of Education for the school year in question; or
- c. where the pupil is the child of an asylum seeker supported by the Home Office National Asylum Support Service (NASS).

Any application for waiver should be made in writing, 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 deduction/waiver on the grounds outlined above. The application must be made in writing to the Chair of the Board of Governors. Such application must be accompanied by official documentation confirming that the qualifications (listed above) have been met.

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 with the relevant supporting documentation. A deduction/waiver cannot be made for the past fees if the application has not been made in time.

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3. SCHOOL FUND

Sullivan Upper School offers educational opportunities over and beyond the statutory requirements and is proud of its wide range of extracurricular activities. This cannot be done by relying on government funding and the regulations published by the Department of Education allow schools to ask parents to make voluntary contributions to the school fund. The Board of Governors of Sullivan does make such a request and asks parents to make a donation of £280 per pupil per annum to ensure that there is not a reduction in the quality or breadth of educational provision in the school. This has become an indispensable element of the school's Finances and the majority of parents support the school in this way. These donations are made voluntarily and the way in which pupils are treated have no connection with whether or not their parents have opted to make such donations.

The Board of Governors would also encourage parents to make payments of donations by Gift Aid. Gift Aid is a scheme that allows the school, as a registered charity, to claim back the basic rate tax already paid on donations by the donor and is currently worth 25p for every pound donated by UK taxpayers.

4. EXCEPTED PUPILS

The Board of Governors will also charge tuition fees in respect of excepted pupils. An excepted pupil is:

- (a) a grammar school pupil whose parents are not European Union nationals;
- (b) a grammar school pupil who is not resident in Northern Ireland;
- (c) a pupil enrolled in the school's preparatory department.

5. EXAMINATION ENTRIES

The Board of Governors will not charge examination entry fees for the first sitting of public examinations for courses provided by the school.

The Board of Governors will charge where:

- (a) the pupil has not been prepared by the school for that examination;
- (b) the pupil is re-sitting a public examination [all re-sit entries must be paid for in advance];
- (c) a pupil has failed, for no valid reason, to attend for the examination and/or to complete required coursework/controlled assessment;
- (d) a pupil has requested a late amendment to an examination entry;

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- (e) a pupil has requested a late entry or late withdrawal from public examinations after the closing dates;
- (f) a parent has requested to have a pupil's examination results scrutinized or remarked.

6. SCHOOL MEALS

It is the policy of the Board of Governors to charge for meals taken in the school canteen. Assistance with the provision of school meals may be given by application to the Education Authority Regional Office relevant to the area in which the pupil lives. Further information is available at www.eani.org.uk.

The school operates a cashless Biometric system for school meals. This means that pupils will no longer need to carry a card to top up their balance or pay for school meals. Instead a scan of their finger will be taken and this will be used instead of a card. If a parent does not wish the biometric fingerprint images for their child/children to be taken and used in this manner, they must inform the school by writing directly to the Bursar. Arrangements will then be made for the pupil to receive a unique PIN number which must be safely stored and not shared with others

7. CLOTHING

Parents are responsible for the provision of the correct school uniform. Protective clothing and equipment required for practical subjects will be provided free of charge by the school.

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

Assistance with the provision of school uniform and physical education clothing may be given by application to the Education Authority Regional Office relevant to the area in which the pupil lives. Further information is available at www.eani.org.uk.

8. FIELDWORK

No charge will be made in respect of transport or the provision of specialist equipment connected with fieldwork, when this is associated with education provided wholly or mainly during school hours. 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.

9. CURRICULUM - BOOKS, MATERIALS AND TRANSPORT

The school makes no charges for:

- (a) the admission of a pupil to school;

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- (b) education during school hours (excluding lunch break) for registered pupils at school (excluding individual music tuition – see paragraph 14);
- (c) education wholly or mainly outside school hours required as part of any syllabus for a public examination for which the pupil is being prepared by the school or provided to comply with the statutory requirement to deliver religious education or the curriculum;
- (d) transport provided for pupils where it is essential to the education provided by the school to enable pupils to meet the requirements of an approved examination syllabus for which they are being prepared or to meet the school's obligations in respect of the Northern Ireland curriculum;
- (e) materials, instruments, books or other equipment used by pupils in connection with the Northern Ireland Curriculum or in preparation for prescribed public examinations or courses taught at the school (except for example in Home Economics, Art or Technology as detailed in paragraph 10). Books and instruments remain the property of the school and it is expected that they will be kept in good condition and returned on request. A charge (see paragraph 12) will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required.

10. INGREDIENTS AND MATERIALS

When pupils are following courses of study in subjects such as art and design, technology and home economics, for which materials and ingredients of many different kinds may be needed, the school will ask parents to indicate in advance a wish to own the finished products of the pupils work and to assume that they will in consequence supply the materials and ingredients needed themselves.

Where parents indicate that they do not wish to own the finished products, the school will ask them to provide the necessary ingredients or materials voluntarily and without charge.

11. PRINTER CREDITS

At the start of the school year, every pupil is allocated a print allocation for curricular needs. A black and white A4 printout costs 2p and an A4 colour printout costs 10p. Pupils must use this resource wisely. Pupils will be expected to pay for any additional credits they decide to use. A copy of the Printer Credit Policy is available from the school office.

12. REPLACING ITEMS OF SCHOOL PROPERTY

Pupils will be charged for the cost of replacing items of school property lost by a pupil, where such loss is the result of carelessness or negligence.

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13. DAMAGE TO SCHOOL PROPERTY

When damage is done to school property through carelessness, negligence 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. MUSIC

A charge will be made in respect of individual tuition in the playing of a musical instrument or singing lessons, either during or outside school hours.

All examination fees connected with individual music tuition will be paid by parents.

A charge will also be made for the hire of any musical instrument owned by the school.

15. 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.

16. EDUCATIONAL VISITS OUTSIDE SCHOOL HOURS

In such cases where the educational visit is 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 to deliver religious education or the curriculum. A charge will be made for board and lodging where a curricular activity involves pupils spending one or more nights away from home. This charge may be waived on application in the case of pupils whose families meet the criteria outlined in paragraph 2.

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, board and lodging, insurance, entrance fees, non-teaching staff, materials, books, instruments and equipment. The charge may also include the costs of engaging a teacher, under a separate contract, specifically to provide the optional extra and it may include the cost of providing 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.

In all cases, no pupil will be permitted to take part in an optional extra activity if school fees are not fully up-to-date at the time of booking and at the time when the activity takes place (eg date of travel for school trip). The Board of Governors defines school fees in this instance to be all fees payable by parents/guardians across both secondary and preparatory departments including senior school capital fees, preparatory tuition fees, after school club fees, music examination and music hire fees.

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If school fees are not fully up to date, the pupil's place will be forfeited and monies already paid will be forfeited in line with any late withdrawal from that activity to cover costs incurred by the school.

17. TOURS AND HOLIDAYS

The cost, including travel, of tours (including sports and music), holiday trips and visits will continue to be charged to the parents of pupils who attend. Further costs as outlined in paragraph 16 of this policy may also apply.

In all cases, no pupil will be permitted to take part in an optional extra activity if school fees are not fully up-to-date at the time at the time of booking and at the time when the activity takes place (eg date of travel for school trip). The Board of Governors defines school fees in this instance to be all fees payable by parents/guardians across both secondary and preparatory departments including senior school capital fees, preparatory tuition fees, after school club fees, music examination and music hire fees.

If school fees are not fully up-to-date, the pupil's place will be forfeited and monies already paid will be forfeited in line with any late withdrawal from that activity to cover costs incurred by the school.

18. THE DUKE OF EDINBURGH'S AWARD SCHEME

Parents of pupils who sign up to the Scheme are charged a contribution towards the running costs, including travel, for participation in the Duke of Edinburgh's Award

Scheme. Further costs as outlined in paragraph 16 of this policy will also apply.

Pupils and parents should be aware that signing up for these Awards and payment of the associated fees is viewed as a firm commitment to participation in the scheme.

Expeditions, instructors and staff are booked according to the number of pupils signing up and fees are non-refundable even if the pupil withdraws at a later stage unless there are exceptional circumstances (eg withdrawal on medical grounds and with supporting medical documentation).

Expeditions

The fees charged cover one practice expedition and the actual assessed expedition. Progression to the assessed expedition is not automatic. It is dependent on having obtained a satisfactory standard at practice level to ensure that the assessed expedition may be completed safely. The standards set by the Duke of Edinburgh Scheme must be met in order to progress. In the event that an additional expedition is required, additional fees would be payable by participants to cover the extra costs incurred by the school.

In all cases, no pupil will be permitted to take part in an optional extra activity if school fees are not fully up-to-date at the time at the time of booking and at the time when the

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activity takes place (eg date of travel for school trip). The Board of Governors defines school fees in this instance to be all fees payable by parents/guardians across both secondary and preparatory departments including senior school capital fees, preparatory tuition fees, after school club fees, music examination and music hire fees.

If school fees are not fully up-to-date, the pupil's place will be forfeited and monies already paid will be forfeited in line with any late withdrawal from that activity to cover costs incurred by the school.

19. DELEGATION TO HEADMASTER

The Board of Governors delegates to the Headmaster the authority to decide the proportion of costs of an activity which should be charged to public or non-public funds.

20. COLLECTION OF FEES AND CHARGES

- (a) Fees are due in advance at the beginning of each term however the school facilitates payment over ten or twelve months by direct debit. There is no reduction for temporary absence.
- (b) All fees for the previous academic year must be settled before a pupil begins a new academic year at Sullivan Upper School.
- (c) If fees have not been paid in accordance with this policy, the school will write two warning letters to the parent(s) informing them of the default.
- (d) After the second letter has been sent, the school will automatically refer the default into the hands of its Solicitors and will ask for Court proceedings to be issued.
- (e) Thereafter the parent(s) must communicate with the school's solicitor regarding the non-payment of fees. The parent(s) will also be liable for any additional legal costs incurred and interest, at the Court rate, on any outstanding sum.
- (f) Each person with parental responsibility for the child is *jointly and severally* liable for the whole of the authorised fees and charges due. This means that either parent could be liable for the full amount of the default, no matter who was responsible for non-payment.

21. REVISION OF CHARGES AND FEES

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

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