

CHARGES AND REMISSIONS POLICY



POLICY FOR CHARGES AND REMISSIONS IN RESPECT OF OMAGH HIGH SCHOOL.

Free Education in this policy document refers to all education which relates to the school's fulfilment of its statutory obligation in respect of the curriculum or to the preparation of pupils for an approved public examination. Under this heading the following items are included.

1. All admissions.
2. 'Free Education' outside school hours.
3. 'Free Education' which is partly outside school hours but where 50% or more is during school hours, including travel time.
4. 'Free Education' on residential trips.
5. 'Free Education' transport.
6. Incidentals to 'Free Education' i.e. equipment, materials and clothing; apart from such items which parents wish to provide and which are therefore the property of the pupils. (Where parents indicate in advance the desire to own a finished product they will be required to supply or pay for the supply of ingredients or materials. Where parents are unable or unwilling to pay for a finished product the product will remain the property of the school.) [The cost of materials / ingredients will be met out of the school's delegated budget.]
7. First time entries to public examinations.

Optional Extras in this policy document refers to all educational provision which falls outside 'Free Education' and for which the school may charge. Under this heading, the following items are included.

1. Transport or education wholly or mainly outside school hours which is not 'Free Education' will be chargeable only where additional expense is incurred by the school.

In such cases the school will reserve the right to charge the full per capita rate or to subsidise the cost using funds from its delegated budget or from its own private funds. The school also reserves the right to invite contributions from parents to help defray the costs for such provision.

- N.B.** Where the school chooses to invite such voluntary contributions no pupil will be excluded from optional extra provision because his or her parents are unable or unwilling to pay. Voluntary contributions will not include an element which is to be used to subsidise those pupils whose parents cannot or will not contribute.

The prior agreement of parents and willingness to meet charges will be obtained before optional extra education or related transport is provided.

2. Individual tuition on a musical instrument.
3. Examination entries for pupils not prepared for the examination by the school.
4. Costs relating to examination re-sits and the re-scrutiny of papers, requested by parents.
5. Board and lodging apart from specific remission set out below.*
6. Breakages and damage resulting from a pupil's behaviour.

Remissions

* Pupils of parents who are receiving either Income Support Benefit or Family Credit will not be charged for board and lodging in respect of a residential trip which relates to any element of 'Free Education'. (In such cases board and lodging will be met out of the school's delegated budget.)

When a residential trip which relates to an element of 'Free Education' is being planned, the parents of all pupils involved will be advised of the remission entitlement relating to Family Income Benefit and Family Credit in advance of the trip.

If a residential trip relates to 'Optional Extra' educational provision the school will invite parents who are on Income Support Benefit or Family Credit to make a contribution towards board and lodging costs. In the case of parents who are unable or unwilling to make a contribution the costs may be paid out of the school's delegated budget.

Recovery of Charges payable by Parents

Unpaid sums which parents have previously agreed, relating to an optional extra or board and lodging on a residential trip will be recovered by the school as a civil debt.

Voluntary Contributions

The school reserves the right to invite parents to make a voluntary contribution for the benefit of the school or in support of any 'optional extra' school activity.

Such an invitation will only be issued having made clear to parents that:-

- (i) There is no obligation to contribute and that
- (ii) No pupil will be treated differently according to whether or not his or her parents have made any contribution in response to the request.

The general principle of not including an element in voluntary contributions to cover the cost of participating pupils whose parents will not or cannot contribute shall apply in all circumstances.

Where voluntary contributions are not sufficient to cover the whole cost of any element of optional extra provision the short fall will be paid either from the school's delegated budget or alternatively the provision will be cancelled.