



Ashfield Girls' High School

Charges and Remissions Policy



1. INTRODUCTION

- 1.1 The Governors of Ashfield Girls' High 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. SCHOOL FUND

- 2.1 Ashfield Girls' High 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.
- 2.2 The School Fund contribution is **£30.00 for the first child and £10.00 for each additional child, currently enrolled from the same family, to a maximum of one additional child**. A Finance Committee comprised of the Principal, the School Bursar and a number of the Governors administer this fund, for the good of the pupils. The Finance Committee is directly responsible to the Board of Governors (and BELB Finance Section); the school fund account is independently audited annually, and is published to all parents in the Annual Report.
- 2.3 The School Fund is put to many uses including the provision of a copy of the school newsletter for each family. In addition, it subsidises the cost of practical materials used by pupils in Years 8-10 in Art, Home Economics and Technology & Design. It provides transport for some academic and extra-curricular activities; the purchase of a range of school furniture and equipment and supports the provision of new technologies.
- 2.4 The total sum owing may be paid either as a single payment on a date set by the school in September or ten pounds per term.

3. MEALS

- 3.1 Application Forms for free meals are available from the School Office. Alternatively pupils can purchase meals or snacks from the School's Dining Area.

4. TEXTBOOKS AND STATIONERY

- 4.1 All Textbooks are provided free but a charge, equivalent to the cost of purchasing a new book, is made for replacing a lost or defaced textbook. All textbooks issued must be returned at the end of the course otherwise, the replacement cost will be charged.
- 4.2 Stationery will be provided free of charge at the beginning of each academic year. Lost exercise books, file paper etc. will be the responsibility of the parent/ guardian or may be purchased from an individual department or from the school office.
- 4.3 Some departments may charge a small, fully refundable, deposit for books to ensure texts are returned.

5. MUSIC

- 5.1 Musical instrumental tuition is provided by:
 - Peripatetic teachers from the Belfast School of Music. A charge will be made for the use of this service. However, this is subsidised from School Funds.
 - Instrument Hire: Instrument hire is available at a small additional cost; but those pupils entitled to free School Meals are not required to pay this charge
 - Other instrumental tuition (voice, drums, piano and guitar) is available from private tutors during school time.

6. VISITS AND FIELD TRIPS

- 6.1 Where these are a necessary part of the required specification for examination then a small transport charge may be made or a contribution may be required. Should an overnight stay be necessary a charge will be made for board and lodging.
- 6.2 Other trips will be charged at cost. All payments must be made before travel and refunds for those failing to travel will not normally be possible.

7. PRACTICAL SUBJECTS

- 7.1 Some extra costs incurred in project or coursework are chargeable to the parents/ guardians of the pupil. Pupils can retain the finished product in such instances following the period the examinations boards require the school to retain such work.

8. PUBLIC EXAMINATIONS

- 8.1 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.
- 8.2 Examination entries, for current pupils of the School, will be paid once only. The cost of any GCSE re-sit of an examination of module will be a charge to the parent/ guardian and must be paid for in advance by the parent/ guardian.
- 8.3 Any costs of re-marks must be paid for in advance by the parent/ guardian. The cost of any re-mark which results in an improved mark will be reimbursed to the parent/ guardian.

9. PROPERTY DAMAGE AND FINES

- 9.1 The Principal and Vice-Principal may impose a fine to cover repair or replacement costs for damage to, or theft of, property.
- 9.2 The money collected in fines will be placed in the School Fund account.

10. PHOTOCOPYING

- 10.1 Pupils are not permitted to use the photocopier. Staff may do so on their behalf.

11. SIXTH FORM

- 11.1 A Registration Fee of £50 (currently) is required from all pupils at the start of Years 13 & 14 to cover the costs of printing, both black & white and colour. Other schools charge per sheet but Ashfield Girls' High School believe this is a more cost effective method for pupils. Pupils may pay in instalments or a lump sum at the start of the school year. Pupils in Years 13 & 14 are not asked for any contribution to School Funds other than the registration fee.
- 11.2 One re-sit examination per AS/A2subject will be covered by the school. Any further modular re-sits must be paid for by the parent/ guardian

12. EXEMPTIONS

- 12.1 Ashfield Girls' High School encourages pupils to play a full part in the life of the school, regardless of family circumstances. The Principal is always prepared to discuss privately, and in confidence, any financial issues that parents/ guardians might raise.



A Specialist School for **ICT**



SSAT | inquire
Inspire
Innovate
Impact



Principal: Mrs A Mungavin BA DipEd PQH (NI)
Holywood Road • Belfast • BT4 2LY • Tel: 028 90471744 • Fax: 028 90672416
E-Mail: info@ashgirls.belfast.ni.sch.uk • Internet: www.ashfieldgirls.org