



Ashfield Girls' High School



“Each different. Each talented. All valued.”

Fees, Charges and Remissions Policy



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Contents

Executive Summary

Section A Aims of the Policy

Section B Legislative Context

Section C Policy and Procedures

Section D Roles and Responsibilities

Section E Consultation, Monitoring, Evaluation and Review



Executive Summary

The Fees, Charges and Remissions Policy is written to be congruent with the Department of Education's Circular 2025/10. The policy provides a point of reference document for all stakeholders in line with operating fees, charges and remissions of a grant-aided school.

The policy outlines the activities that can incur a fee, charge or remission and those activities that cannot be subject to a fee, charge or remission. The policy also outlines the parameters related to educational activities partly during or partly outside school hours. The policy makes clear what constitutes an optional extra and gives specific guidance on public examinations, music tuition, board and lodging and optional extras.

Finally, the policy outlines the roles and responsibilities for the implementation, review, and publication of the policy.



Section A Aims of the Policy

The aim of the Fees, Charges and Remissions Policy is to provide a point of reference document that is congruent to the Department of Education (DE) Circular 2025/10 outlining the fees, charges and remissions in Ashfield Girls' High School.

Section B Legislative Context

The primary legislation and guidance that this policy is congruent with is;

- Education (NI) Order 1989 – Article 72 (Charges for educational facilities and services)
- Education (NI) Reform Order 1989 – Article 131 (Charges and Remissions Policy)
- Department of Education Circular 2025/10 – Charges in Grant-Aided Schools



Section C Policy and Procedures

The law states (and is written in DE Circular 2025/10) that;

- There is a right to free education for registered pupils in grant-aided schools.
- Activities organised, wholly or mainly during the normal teaching time, should be made available to registered pupils, regardless of the ability or willingness of their parents / carers to meet the cost.
- The Board of Governors maintains the right to invite voluntary contributions, for the benefit of the school.

1 Fees and Charges

Education during school hours

No fee or charge will be levied on Educational Activities during school hours. This includes (but is not exhaustive to);

- Class teaching (timetabled classes)
- Form tutor time (AM and PM)
- Inspire (Study Skills) Workshops
- Hip Psychology Workshops
- Young Enterprise Workshops
- Pathways Team Building Days
- Creative Schools Programme (external funding)
- Entwined Futures Programme (external funding)
- SistersIN Programme
- Queens Academy / Pathways
- Extra-curricular activities (Extended Schools Programme)
- Extended Schools Programme (external funding)
- Eastside Learning Partnership Activities (external funding)

A fee will be charged for items that the parent / carer wishes the pupil to own, including;

- Food cooked in Home Economics for the pupil to own (Appendix 1)
- Projects completed in Technology and Design for the pupil to take home (Appendix 1)
- Artwork completed in Art for the pupil to take home (Appendix 1)



Internal Examinations and External (Public) Examinations

There will be no fee levied in relation to internal school examinations.

There will be no fee levied for the first entry of a registered pupil for any public examination in any syllabus (or controlled assessment module), for that examination for which the pupil is being prepared by the school.

There will be a fee levied for the re-entry of a registered pupil for any public examination in any syllabus, for that examination for which the pupil is being prepared by the school.

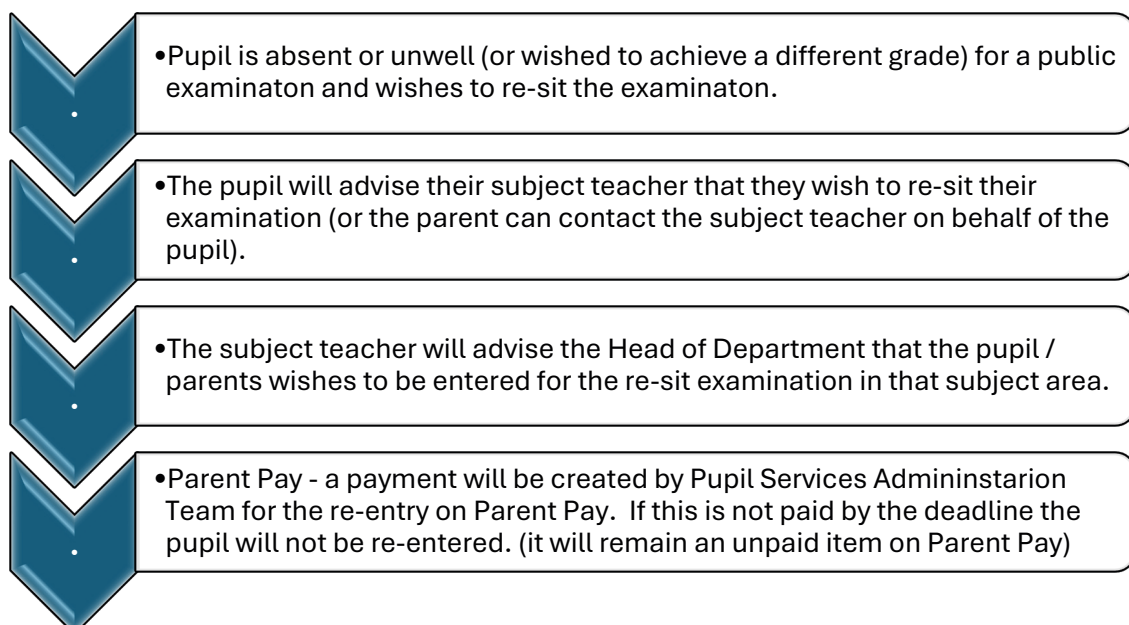
There may be a number of reasons for a re-entry, as outlined below;

- The absence of the pupil to the first entry, due to illness or injury.
- The absence of the pupil to the first entry, due to absence or a decision made not related to illness or injury.
- The decision made by the pupil (and parents / carers) to re-sit the public examination for a 'different grade'.

Any and all re-entries will be charged at the equivalent cost levied to the school by the examination board e.g. CCEA, AQA, Pearson. There will be no financial gain made by the school with regard to re-entries, other than covering the cost of the re-entry.

The school will not progress any re-entry without the fee being paid in full. *It is therefore important that parents / carers ensure that they are aware of the published examination schedules and their daughter's individual examination timetable and that their daughter attends the first entry (no fee), as the school will not automatically pay for any further requested re-entries.

The process for re-entries to a public examination will be managed by the Head of Department (of that curricular area), through Parent Pay, as outlined below;





Re-marks or Access to Scripts

Parental requests for re-marks or access to scripts from the examining board will do so by contacting the Head of Department / Examinations Officer; fees will be levied at the equal rate that is charged to the school, by the examining body for this service. These fees are considered as an optional extra and will be paid on Parent Pay and the requests will not be processed by the Examinations Officer until the fee on Parent Pay has been paid.

Music Tuition

Individual tuition in the form of playing a musical instrument, provided to a registered pupil by the school, either during or outside school hours will be treated as an optional extra (in line with Circular 2025/10 (if it is not required as part of the syllabus for a public examination, for which the pupil is being prepared for)).

All individual tuition (musical) will incur a fee at the rate of the fee levied to the school for the individual tuition. This is considered an optional extra and will be not be processed by the Head of Music until the fee on Parent Pay has been paid.

Educational Visits

For educational visits (not directly related to the syllabus of a public examination), parents and carers will be invited to make a voluntary contribution towards the cost of the private bus hire and any entrance fee for educational visits (not related to the syllabus of a public examination) in addition to the cost of substitute cover (where necessary). Please note that the trip will not proceed if insufficient funds are collected on a voluntary basis to cover the cost of the trip.

No fee or charge will be levied on educational activities as part of any syllabus or a public examination for which the pupil is being prepared for by the school or to comply with the statutory requirement e.g. Geography Fieldwork for GCSE Geography - Unit 3

Invitations to make voluntary contributions

Invitations to make voluntary contributions for the benefit of the school will be requested to ensure that certain activities can continue to be made available to pupils. The Board of Governors will be inviting parents / carers to make voluntary contributions towards the below educational activities, for the benefit of the school;

- School Fund (Year 8-14) - parents and carers will be invited to make an annual voluntary contribution of £20 for an individual pupil or £30 for a family (multiple pupils) on an annual basis. Ashfield Girls' High School will collect School Fund through Parent Pay. This can be paid in instalments through Parentpay.



Education wholly or mainly outside school hours

Evening Events

Events organised outside school hours (for pupils) related to education will not be subject to fees and charges, including;

- Parent Consultations
- Meet the Form Tutor Evening
- Literacy and Numeracy @HOME event
- Open Night

Events organised in the evening for leisure purposes will be subject to fees and charges, including;

- School Productions

Non-residential education is classed as Education During School Hours if more than 50% of the total time engaged in the educational activity is during school hours (this includes travel time).

Residential education is classed as Education During School Hours if more than 50% of the total time engaged in the educational activity is during school hours.

In any other case the education is treated as being Outside School Hours.

Optional Extras

A fee or charge may be levied in respect of;

- Any optional extra education
- Any transport provided wholly or mainly outside school hours for a registered pupil, with the agreement of their parents
- Board and lodging on a residential trip e.g. London, New York, Barcelona, Iceland, Belgium and other of similar scope where a travel agent / tour operator provides the levy to the school for the optional extra and the school has to reimburse the levy of the optional extra, in full, to the travel agent or tour operator.

Please note that in relation to optional extras – the parent / carer must indicate their wishes with regard to the provision of the optional extra and their willingness to pay the charge before the optional extra is provided.



Specific Issue Statements

- **Board and Lodging on Residential Trips (Optional Extras)** – Ashfield Girls' High School organises leisure trips including, New York, London, Berlin and Iceland. These trips are optional extra leisure trips. The trips are organised by Education Authority (EA) approved travel agent and are therefore subject to full cost to each individual pupil who may be eligible to participate. The charge will not exceed the actual cost of board, lodging, activities and the substitute cover costs.
- **Optional Extras** – there is no legal obligation on the Board of Governors to provide optional extras or charge for them. If the Board of Governors decides to provide an optional extra the charge can include; travel, materials, books, instruments, non-teaching staff costs, entrance fees, insurance costs and the cost of engaging a teacher under a separate contract (substitute cover).
- **Subsidising Optional Extras** – the Board of Governors can decide if a proportion of the optional extra should be subsidized (school budget or private funds), although, given the financial challenges facing school budgets this is not an option for Ashfield Girls' High School. Fund raising activities can be used to subsidise the optional extra. Any charge levied is payable by the parent / carer of the registered pupil to the Board of Governors (through Parent Pay).
- **Voluntary Contributions** – when inviting voluntary contributions, a pupil cannot be excluded from the educational activity because their parents / carers have failed to contribute towards their costs. The Board of Governors can apply a remission in this instance or offer an opportunity to schedule smaller payments over a longer period of time.
- **Breakages** – the Board of Governors will request that parents / carers make arrangements to pay for school owned items that are lost, items damaged or destroyed. The charge levied will be that which is equal to make good (buy new, or repair – to a similar standard).
- **School Fund** – School Fund is an essential component in terms of school funding for purchasing additional extras for the use of pupils or subsidising events and trips. School Fund is also used to support school celebrations and rewards. School Fund is voluntary, and therefore, there is no obligation to make any contribution. In addition, registered pupils at the school will not be treated



differently according to whether or not their parents/ carers have made any contribution.

- Fundraising Activities - the Charity Committee will be responsible for identifying the various fund-raising activities that will occur across the academic year in their action plan.
- Subject Access Requests – there will be a fee, charge or remission levied on Subject Access Requests that are requesting information in addition to the basis information held within the School Management System (SIMS). The fee will be cover the full cost for the additional data to be located, printed, redacted (as necessary) and any administration fees that are occurring in relation to this additional data request. Labour cost will be at a rate of a Senior Clerical Officer (with employers fees) per hour of labour.
- Community / 3rd Party use of the school facilities and resources - there is a separate Education Authority (EA) policy that Ashfield Girls' High School uses to manage the fees, charges and remissions for the Community / 3rd Party Use of the school facilities as the use is not linked directly to education provision of the school or registered pupils.

Prohibited Fees and Charges

The DE Circular (2025/10) states that;

- No fee can be charged for admission into the school.
- No fee can be charged for education during school hours (excluding the lunchbreak and for individual tuition e.g musical instrument).
- No fee can be charged for education (wholly or mainly outside school hours), required as part of any syllabus, for a public examination for which the pupil is being prepared for. Or provided to comply with the statutory requirement for Religious Studies or the curriculum.
- No fee for transport to enable the pupil to meet any public examination requirement for any syllabus for which that pupil has been prepared by the school e.g. Entitlement Framework collaboration between schools in the Area Learning Community (ALC).
- No fee can be charged for the 1st entry of a registered pupil, for any public examination in any syllabus, for which the pupil is being prepared by the school.
- No fee can be charged for (the use of) materials, books, instruments or other equipment for use in connection with the pupil's education.



Fees, Charges and Remissions Policy

- No fee for transport incidental to education (travel to and from school). This includes travel to and from alternative educational provision.
- No fee or charge can be made unless the Board of Governors have a Fees, Charges and Remissions Policy.

2 Remissions

The remissions in relation to residential trips;

- A remission can be applied for any charges for the board and lodging of a pupil on a residential trip where the education on the trip is free of charge and the parents / carers of the pupil are in receipt of income support or family credit (during the period of the trip). Both conditions must be met to qualify for remission of these charges. *this does not apply to trips booked through Tour Operators or Travel Agents.
- A remission can be applied by the Board of Governors when a parent / carer has failed to contribute towards a voluntary contribution.



Section D Roles and Responsibilities

Board of Governors – The role of the Board of Governors is to ensure compliance with the statutory requirements relating to school fees, charges and remissions and requests for voluntary contributions. The Board of Governors should keep under review the Fees, Charges and Remission Policy.

Principal – The role of the Principal is to ensure the operational compliance with the Fees, Charges and Remissions Policy.

Administration Team – The role of the Administration Team is to manage Parent Pay in line with the Fees, Charges and Remissions Policy.

Examination Officer – The role of the Examination Officer is to process examination entries, re-entries or requests for scripts.

Heads of Department – The role of the Head of Department is to progress requests for re-sits to the Examination Officer and to process relevant fees (e.g. trips, musical tuition etc).

Parents / Carers – The role of the Parent / Carer is to be aware of the policy and be aware of the requirements in relation to fees, charges and remissions.



Section E Consultation, Monitoring, Evaluation and Review

The Fees, Charges and Remissions Policy was written based on the specific direction of the DE Circular 2025/10. The Principal will monitor the operational implementation of the policy and provide updates to the Finance Committee. The policy will be reviewed bi-annually in addition to any further direction by the Department of Education – and re-ratified as necessary. It will be published on the school website.



Challenging girls today; creating women of value in the future



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