

# Our Lady and St Patrick's College, Knock



## Charging and Remissions Policy

### Policy Details

| Legal Status | Adopted                         | Version Date   | Next Review | Responsible   |
|--------------|---------------------------------|----------------|-------------|---------------|
| Statutory    | 29 <sup>th</sup> September 2026 | September 2026 | March 2027  | Miss D McCann |

### Related Documents

1. Educational Visits Policy
2. Examinations and Controlled Assessment/Coursework Policy

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## **1. Introduction**

In line with the requirements set out by the Education Reform Order (NI) 1989, this policy is to provide guidance regarding charges in respect of the education provided for registered pupils.

## **2. Capital Fee**

The College is a Voluntary Grammar School and can therefore charge a Capital Fee per annum in respect of each student enrolled within the limits set by the Department of Education. The money raised by the Capital Fee may be used only for capital building projects, equipment for new buildings and major renovation work and alterations. As recommended by DE, in certain circumstances the Board of Governors will consider waiving the Capital Fee. These circumstances are set out in (Circular 2008/19) on the DE website. Any application for waiver should be made in writing to the Chairperson of the Board of Governors.

The College currently does not charge a Capital Fee as it does not have any loan liabilities.

## **3. School Meals**

There is no charge for students entitled to Free School Meals (FSM), that is for parents/guardians in receipt of:

- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Universal Credit and have net household earnings not exceeding £15,900 per year; or
- If you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT); or
- If your child has a statement of special educational needs and is designated to require a special diet.

Students who are not entitled to FSM will be charged as per price displays in the Dining Hall.

## **4. Voluntary Contributions**

The College has always offered a wide range of activities and provided educational materials beyond the statutory requirements. The College wishes to continue to make these available to its students. This cannot be done by relying solely on the resources provided by the Department of Education. The Board of Governors therefore asks parents to make a voluntary contribution of £150 per family per academic year. This enables the College to continue and improve the opportunities provided for its students. No student will be disadvantaged in relation to whether or not his/her parents have made such contributions.

The College may from time to time seek voluntary contributions from parents or others in support of any College activity, whether during or outside College hours, residential or non-residential, such as the Year 12 Retreat where a small contribution per student is requested. If the activity cannot be funded without voluntary contributions, parents will be given adequate advance notice that this is the case.

## **5. Books and Stationery**

All textbooks required by each student will be provided free of charge. These books remain the property of the College and it is expected that they will be kept in good condition and returned on request. A charge will be made for books which have to be replaced through being lost, or by neglect, or if they are not returned when required. Each student will be provided free of charge with a set amount of stationery each year. Additional stationery, if required, may be purchased from the College or privately.

## **6. Practical Subjects**

**Home Economics** - Ingredients for Year 8, 9 and 10 practical lessons will be provided at a cost of £20 per student. There is a charge of £5 per year for all students in Year 11 to cover the costs of materials provided such as spices or condiments. There is a £20 charge for the Year 8 after-school Cookery Club. Students keep any meals that they cook.

**Technology and Design** - There is a range of charges from £5 in Years 8 to 10 and £10 to £20 for Year 12 to 14 to cover the costs of materials provided such as acrylic and electronic components. Students keep any items they make.

**Art** - There is a charge of £10 per year for specialist paint, paper and pencils for all year groups.

The costs associated with other practical subjects will be met by the College. The College does, however, reserve the right to place a limit on any expenditure associated with the making of any article.

## **7. Clothing**

Parents are responsible for the provision of correct College uniform as specified in the College Uniform Policy. Protective clothing and equipment required for practical subjects will be provided free of charge by the College. Assistance with the provision of College uniform can be given to children whose parents/guardians are in receipt of:

- Income Related Employment and Support Allowance;
- Guarantee Element of State Pension Credit;
- Universal Credit and have net household earnings not exceeding £15,900 per year; or
- If you are an Asylum Seeker supported by the Home Office Asylum Support Assessment Team (ASAT) by application to the local Education Authority

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

## **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 College hours. In some circumstances a parental contribution may be sought towards this cost. Students 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. Educational Visits During College Hours**

No charge will be made for educational visits or trips which take place wholly or for more than 50% of the time during College hours. In some circumstances a parental contribution may be sought.

## **10. Educational Visits Outside College Hours**

When students, as an optional extra, with the prior agreement of parents, take part in educational visits, wholly or for more than 50% of the time outside College hours, charges will be made. These charges will include the cost of travel, entrance fees, materials, books, instruments and equipment, insurance, support staff costs and, where appropriate, board and lodging. The charge may also include the cost of engaging

teaching staff under a separate contract, specifically to provide the optional extra, and it may include the cost to supply such staff with travel, board and lodging. The charge will not exceed the cost of providing the activity divided equally by the number of students participating. There may be occasions when parents will be charged directly for such events by a third party such as a travel agent. In cases where such educational visits are part of a syllabus for an approved public examination for which students are being prepared by the College, no charge for the educational activity will be made. Nor will a charge be made where such visits are necessary to meet statutory requirements. A charge will be made to cover the cost of board and lodging where the activity involves the student spending a night or nights away from home. This charge may be waived on application in the case of students whose families are in receipt income support, etc.

Participation in any optional extra activity will be based on parental choice and a willingness to pay the charges. The College will need to have the agreement of parents before organising the provision of an optional extra where charges are made.

#### **11. Transport**

No charge will be made for travel associated with the statutory curriculum. In some circumstances a parental contribution may be sought for attendance as a supporter at College sporting finals or travel to Open Days for local universities.

#### **12. Music**

A charge will be made to parents in respect of tuition for a musical instrument or singing lessons provided by the Education Authority Peripatetic Music Service or independent Music Tutors. All examination fees connected with music tuition will be paid by parents. A charge will also be made for the hire of musical instruments owned by Education Authority.

#### **13. Damage to Property**

When damage is done to College or other property through carelessness or misbehaviour, the College may charge up to the full cost of replacement or repair, the cost being borne by the parents of the student(s) involved.

Where property belonging to a third party has been damaged by student(s) and the College has been charged, the College may charge some or all the costs to those responsible. Whether or not these charges will be made will be decided by the Principal and dependent on the situation.

#### **14. Replacing Items of College Property**

Parents may be charged for the cost of replacing items of College or other property lost by a student, where such loss is the result of carelessness or negligence.

#### **15. Public Examinations**

No charge will be made for entering a student for an approved public examination if he/she has been prepared for that examination by the College. If this is not the case, the appropriate charge will be made. If a student fails without good reason to meet an examination requirement, the College may recover the fee incurred from that student's parents. A charge will be made in respect of the entry of a student re-sitting an examination. The College will also pass on to the parent any charge which may arise as a result of a parent's request to have a student's examination results scrutinised.

**16. Collection of Outstanding Charges and Fees**

All fees are payable within 30 days of issue. Any fees not remitted within 30 days will be followed up with a reminder notice, a final demand and, where necessary, referral to the College's solicitor.

**17. Admissions**

There is no charge for admissions.

**18. Revision of Charges and Fees**

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

Signed: Mr Leo O'Reilly  
(Chairperson of Board of Governors)

Date: 29<sup>th</sup> September 2026

Signed: Miss Deborah McLaughlin  
(Principal)

Date: 29<sup>th</sup> September 2026

### **Related Documents**

- Circular 2010/18 - Every School a Good School - The Governors' Role
- Circular 2008/19 - Publication of Voluntary Grammar Schools' Regulations and Circulars
- DE Circular 1991/21-Education Reform (NI) Order 1989 – Charges in Grant Aided Schools
- 'Every School a Good School' The Governors' Role - A Guide for Governors