



WELLINGTON COLLEGE BELFAST

Charges and Remissions Policy

Reviewed by The Board of Governors October 2020

Contents

	PAGE
1.1 Introduction	3
1.2 Rationale	3
1.3 Curriculum	3
1.4 Examination Fees	3
1.5 Visits and Field Trips	3
1.6 Music Tuition	4
1.7 Optional Extra Educational Provision	4
1.8 College Fund	4
1.9 Sixth Form Fee	5
1.10 Damages to Property	5
1.11 Dissemination of the Policy	5

Please note, throughout this policy, the term 'parent' is used to refer to the parent or guardian of the pupil.

1.1 INTRODUCTION

The charging policy of the school is in accordance with the statutory requirements of the Education Reform (Northern Ireland) Order 1989. The policy has taken into account DENI Circulars 1991/21, 2007/20 and the DENI 'Every School a Good School the Governors' Role', chapter 19.

1.2 RATIONALE

In general terms, it is the intention of the Board of Governors that activities organised wholly or mainly during normal teaching time will be made available to the pupils for whom the activity is planned regardless of the ability or willingness of their parents to meet the cost.

The Board of Governors will make no charge for tuition within the timetabled provision and will not provide additional or special tuition outside the school's planned timetabled arrangements.

1.3 CURRICULUM

A book payment is required on entry to the College, this will be used to ensure access to appropriate textbook resources throughout Years 8 to 10, and particularly at GCSE.

No charge will be made for the initial supply of consumable stationary each year, although a contribution will be requested in the event of loss requiring replacement.

Where possible past paper packs or printable resources will be made available to pupils through online portals, such as Google Classroom. Should parents wish to purchase a printed copy these will be made available through the College at cost price.

No charge will be made for the equipment used in delivery of the curriculum except non-accidental damage/breakage where replacement charges will be at cost price.

Likewise, no charge will be made in respect of practise materials except where the pupil retains or consumes the finished article.

1.4 EXAMINATION FEES

No charge will be made for DENI approved examinations for the first sitting for which the pupil has been prepared through formal classes. In other circumstances the full examination fee will be levied and this will apply where:

- a. A pupil has not been prepared by the school for that examination;
- b. A pupil has failed, for no good reason, to complete the requirements of the examination, or to attend for it or to complete the required coursework/controlled assessment work;
- c. A pupil has required a late amendment to an examination entry;
- d. A pupil has requested a late entry/late withdrawal from public examinations after closing dates;
- e. A parent has requested to have examination grade(s) remarked or scrutinised; and
- f. A pupil is taking a resit.

1.5 VISITS AND FIELD TRIPS

No charge will be made for field-trip activities where these are an essential part of the planned programme of study.

A charge may be made for board and lodging on a residential trip, irrespective of whether charges may be levied for the education provided through the School activity. The charge will not exceed the actual cost of board and lodging for the individual pupil.

The Board of Governors will not be responsible for home – school transport costs or the cost of transport to and from field trip venues.

1.6 MUSIC TUITION

Musical instrument tuition (including voice) is available from private tutors during school time. Arrangements are led by the Head of Music within the College.

1.7 OPTIONAL EXTRA EDUCATIONAL PROVISION

This is a voluntary activity which takes place wholly or mainly outside school hours and is not an essential item in the delivery of the statutory curriculum. In giving its approval to a planned programme of optional extra educational provision, the Board of Governors will decide for each event whether to subsidise or to levy the full cost of each participating pupil. Should it not be possible to finance any part of the planned programme through parental contributions, that particular event will not proceed.

The current programme entails –

School Tours and Trips:	full advertised charge met by parents.
Educational Visits:	full cost of admission charges, residential charges and transport charges met by parents.
Competitive Games:	the Board of Governors will meet the affiliation fees to games governing bodies within the approved planned programme. no charge will be made for transport in respect of the approved planned programme. for special events, the Board of Governors will consider subsidising pupils' costs of entering competitions outside the approved planned programme.

Extra-Curricular: for certain activities the full cost of admission charges, residential charges and transport charges will be met by parents.

1.8 COLLEGE FUND

The Board of Governors will request contributions from parents in support of the planned programme of activities both within and outside normal school hours. This will be referred to as 'The College Fund' and it will be used solely at the discretion of the Principal and the Board of Governors to further the objectives of Wellington College.

1.9 SIXTH FORM FEE

A fee of £90 is required on confirmation of entry to Year 13 and again the following year when the student progresses into Year 14. This should be paid before the commencement of the full school term. Providing all text books and any other materials are returned at the end of Year 14, £30 will be refunded to students as they leave school.

The Sixth Form Fee will support the objectives of Wellington College Sixth Form, specifically in relation to the enhancement of facilities for Year 13 and 14 students to include:

- A Sixth Form Textbook Deposit
- Access to Sixth Form facilities including the study areas and Common Room
- Hospitality for students for Sixth Form events held throughout the year
- Monies to support the Sixth Form Talks programme and associated expenses
- Funding to support all Wellington Plus training and accreditation
- Bursaries to support university entrance testing which requires travel or external fees
- The Year 14 leavers week.

1.10 DAMAGES TO COLLEGE PROPERTY

Where it is deemed that wilful damage has been committed to College property, with resultant incurred costs for repair or replacement, the College reserves the right to request either full repayment of such costs or a proportion thereof from parents of the responsible student(s).

Such charges will be made alongside relevant action under the Positive Behaviour Policy.

1.11 DISSEMINATION OF THE POLICY

This policy is available through the College website. Copies are available from the College Office.

Reviewing Committee:

Finance and Audit Committee

Dates of Policy Review:

Nature of Change	Date Review Completed	Date Ratified by Board of Governors