



Charges and Remissions

1. INTRODUCTION

- 1.1 The Governors of Grosvenor Grammar 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 (relating to Charges in Grant-Aided Schools) of the Education Reform (NI) Order 1989, the Education & Libraries (NI) Order 2003, the Education (2006 Order) Order (NI) 2007 and the guidance provided by DENI Circulars.

2 SCHOOL FUND

- 2.1 Grosvenor believes in providing as many opportunities as possible for its pupils to develop both academically and as young citizens. The School is very grateful to parents for the contribution that they have made to the School to help it provide these opportunities.
- 2.2 The School Fund contribution is £120.00 for the first child and £60.00 for each additional child, currently enrolled from the same family, to a maximum of two additional children. This fund, for the good of the pupils, is administered by a committee comprised of the Principal, a Vice-Principal, the School Treasurer and the School Cashier. The School Fund Committee is overseen by the Finance Sub-committee and ultimately the main Board of Governors. The accounts, which are subject to annual review by an independent examiner employed by the Board of Governors, are published to all parents in the Annual Report.
- 2.3 The School Fund is used to:
- provide transport, materials and other costs for most academic and extra-curricular activities;
 - provide funding for post-16 facilities;
 - provide funding for practice materials in practical subjects such as Art, Home Economics and Technology & Design;
 - maintain the School's ethos;
 - provide coaching for extra-curricular activities; and to
 - provide limited cover for loss/damage to personal belongings which are legitimately in school.
- 2.4 The total sum owing may be paid either as a single payment on a date set by the School in October or in two instalments, one payment in November and the other in February.

3 MEALS

- 3.1 Application Forms for Free School Meals are available online on the EA website. Alternatively, pupils can purchase meals or snacks from the Dining Centre.

4 CHARITY GIVING

- 4.1 The School believes that it is important to promote charitable giving as part of developing the pupil as a member of society. Every week, pupils have an opportunity to make personal donations to the Charity Fund to facilitate the process of allocations to various charities. This process is overseen by the Charity Committee. In addition, other opportunities will be provided throughout the year for pupils to contribute to, or raise money for, various charitable projects.

5 TUITION

- 5.1 All timetabled tuition is provided free of charge. (In addition, see Music below.)

6 TEXTBOOKS AND STATIONERY

- 6.1 All textbooks are provided free of charge, 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.
- 6.2 Some items of stationery will be provided free of charge at the beginning of each academic year to KS3 & KS4 pupils. Replacement exercise books, file paper, etc. will be a charge to the parent/guardian. The School Stationery Shop provides most basic items at lower than normal retail prices.

7 MUSIC

- 7.1 Musical instrumental tuition is provided by:
- private tutors. The School can normally provide an instrument on loan with an additional annual insurance charge.
- See *Music Tuition Policy* for details of current charges relating to music tuition and instrumental hire.

8 VISITS AND FIELD TRIPS

8.1 Where these are a necessary part of the required specification for examination; then, no charge will be made. Should an overnight stay be necessary, a charge will be made for board and lodging.

8.2 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.

9 PRACTICAL SUBJECTS

9.1 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 examination boards require the school to retain such work.

9.2 In the case of KS3 (Years 8-10) Art, Home Economics and Technology & Design, the School Fund voluntary contribution includes a sum to cover the cost of most practical materials.

9.3 For pupils in Years 11-14, most practical materials are provided from the LMS budget (for that department) or are paid for by the pupils. Appendix 1 provides details regarding the break-down of materials required for the study of AS/A2 Art & Design.

10 PUBLIC EXAMINATIONS

10.1 Entry fees are met by the School for the first sitting of approved GCSE / Level 2 qualifications and GCE / Level 3 qualifications 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 on to the parent/guardian.

10.2 Examination entries, for current pupils of the School, will be paid once only. The cost of any re-sit of an examination or module will be a charge to the parent/guardian and must be paid for in advance by the parent/guardian.

10.3 Any costs of re-marks must be paid for in advance by the parent/guardian. The cost of any remark which results in an improved mark will be reimbursed to the parent/guardian.

11 GAMES, CLUBS AND SOCIETIES

11.1 In general, the School will meet the transport costs for pupils of these activities (inside Northern Ireland). However, for events outside Northern Ireland (e.g. a team tour) a charge will be made.

11.2 Where pupils have permission from the Principal to enter competitions representing the School, the entry charges will be paid by the School.

12 PROPERTY DAMAGE AND FINES

12.1 The Principal and Vice Principals are empowered to impose a fine to cover repair or replacement costs for damage to, or theft of, property.

12.2 The money collected in fines will be placed in the School Fund Account for transfer to LMS.

13 DEPOSITS FOR LOCKER KEYS

13.1 The School charges a deposit of £5 per key for locker keys. The deposit will be repaid on the safe return of the key. Lost locker keys will be replaced at a charge of £5 per key.

14 EXEMPTIONS

14.1 Grosvenor 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 may raise.

APPENDIX 1: ART & DESIGN DEPARTMENT - EQUIPMENT, MATERIALS & CHARGING POLICY FOR POST-16 PUPILS

At the beginning of the AS course, the Art Department will supply each pupil with the items listed below. These items cannot be replaced. If pupils need any replacements, they can be purchased by the pupil from the Stationery Store or external art suppliers.

- Brushes – **size 0, size 8 and an oil / acrylic painting brush.** These are quality brushes which must last for the two-year A-level course. Pupils must maintain them carefully, as they will not be supplied with a replacement. Pupils must bring their brushes to class, as they will not have access to these brushes in the Art Department.
- Colour printing – pupils will be given **5 printer credits per project to use in the colour printers** in the department. If used properly, they can obtain as many as 30 or more colour images from their 5 pages. Pupils should plan carefully and organise 6 or more images per page.

The following materials are also available in the Art Department for pupil use:

- Drawing media - charcoal, chalk pastels, oils pastels, watercolour pencils, ink, crayons, and tissue paper.
- Paints – watercolours, acrylic paints and oil paints. Pupils will be supplied with enough oil/acrylic paint to complete a final piece of A1 size. If they wish to work beyond this size, they can purchase additional paint at the Stationery Store.
- Paper – if they choose to work on canvas or board, they must supply these themselves.
- Ceramics.
- Textiles materials.
- Construction materials
- Printing materials.

It is recommended that the following equipment is purchased by pupils prior to starting the AS course:

- 1 x A3 sketchbook;
- 2B, 4B, 8B pencils;
- a clean eraser;
- a sharpener;
- a glue stick;
- a roller ball / fine line pen (black);
- a cheap can of hairspray (to be used to fix their pastel work);
- an A2 or A1 portfolio. The cheapest portfolios are excellent and much lighter to carry than the more expensive products;
- a set of watercolour pencils; and
- a set of oil or acrylic paints.