Fees and Donations in Schools - Compulsory/Not Compulsory Flowchart

Enrolment Fees

NO

Interviewing parents of prospective students is part of normal school activity.

Tuition Fees

NO

Boards of Trustees cannot charge tuition fees.

Bond or Payments at the time of enrolment

NO

Boards of Trustees cannot charge an enrolment application

Donations

Donation can be requested (but cannot be enforced).

Boards of Trustees and Proprietors are free to seek voluntary contributions/donations for general or specific purposes – and parents are free to pay those contributions/donations in full, in part, or not at all.

Providing a list of what the donation will be used for may be useful as this *may* encourage a positive response from parents.

Penalty for late payment of a donation

NO

Boards of Trustees cannot impose a penalty for late payment of voluntary contributions.

Attendance Dues

YES

Boards of Trustees & Proprietors of Integrated schools can charge attendance dues to the maximum amount set out by the Ministry .

Photocopying costs

NO

Photocopying that is associated with the delivery of curriculum must be provided by the Board of Trustees and can not be charged for.

YES

In exceptional cases, where a students produce and then choose to buy their own magazine, the student is liable for the costs .

School activities such as geography and biology and outdoor education programmes

A voluntary contribution can be requested (but cannot be enforced).

It is reasonable to **request** parents to pay a voluntary contribution towards the travel costs which are connected with such activities as geography and biology and outdoor education programmes.

NO

Students may not be excluded from entry into a subject or participation in trips that are part of the curriculum delivery because of an inability or unwillingness to pay.

Attendance at school camps

A voluntary contribution can be requested (but cannot be enforced).

Where attendance at the camp is a compulsory part of the school's total curriculum or part of the content of a particular course at the school, parents should not be charged .

NO

Students may not be excluded from attending a camp that is part of curriculum delivery because of an inability or unwillingness to pay.

Workbooks

A voluntary contribution can be requested (but cannot be enforced).

If a workbook is made compulsory then a Board of Trustees may only ask for a voluntary contribution towards the costs. Boards of Trustees may also sell workbooks, but purchase cannot be compelled. Once a parent has opted to purchase, the cost becomes an enforceable charge.

Textbooks

NO

<u>School</u> to provide

Stationery

YES

<u>Student</u> to provide

Tablet computers /smart phones for e-learning

NO

It is not appropriate to require students to purchase items such as tablet or netbook computers or smart phones. Students should not be excluded from participating in courses if they are unable to provide their own items such as a tablet or netbook computer.

Computer facilities at the school

NO

Information and communication technologies in schools (ICT) are a cost of delivering the curriculum.

Tuition from Itinerant Teachers of Music

NO

The Ministry pays for Itinerant Teachers of Music (ITMs) and this tuition is part of the school curriculum.

Musical Instrument

YES

It is reasonable for parents to be charged for the hire of musical instruments owned by the school and used by students outside the delivery of the music curriculum.

Optional Activities - (such as visiting drama and music groups, lunch-time swimming tuition, lunch time use of a portable climbing wall)

Once a parent has agreed to the charge, then it is compulsory .

Parents are sometimes asked to pay for students to attend in-school activities such as performances by visiting drama groups or lunch-time sports or EOTC activities. It should be made clear that attendance at such activities is voluntary, and that attendance incurs a charge.

Additional printing/web usage costs not related to curriculum

YES

The board may charge for personal printing or web usage costs (for example, personal use such as "surfing" of the web) that isn't related to curriculum delivery .

Subject with 'take home' components i.e. Cooking/Technology subjects

Once a parent has agreed to the charge, then it is compulsory .

To avoid misunderstanding which may lead to problems with payment, Boards of Trustees should ensure that parents are made aware of the full cost for materials for subjects where there is a take home element.