

# DALRIADA SCHOOL

COMMITTED TO EXCELLENCE



PUPIL INFORMATION

2025-26



*Together we  
grow...*

# WELCOME TO 2025/26

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In the Summer time, as we prepare for the new academic year, it is important to ensure you have key information for the year ahead. Some of this information will be familiar to you, but some information may be new. This year, there will be some changes, reflecting our commitment to providing for the needs of our growing school. Please take note of the changes to lunch-time (we now have two sittings) and please read the uniform information carefully - it is our expectation that pupils' uniform is worn correctly and with pride.

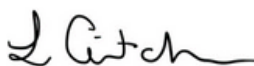
This year the theme is 'Together we grow'. It reflects our shared commitment to personal and academic development but also the strength we draw from one another as a community.

Dalriada School has a proud history with deep-rooted traditions based upon our strong values. We embrace this legacy, but we also recognised that we are a living, evolving community, where every individual has the opportunity to grow in unique and meaningful ways.

As we start a new year, my hope is that we will create the right environment and conditions for your child to flourish. Our pastoral care provides the support, nurture and care for your child to thrive, while our curriculum provides the depth, challenge and structure for your child to grow and achieve.

This year we want you to remember that this is not a journey your child takes alone. Whether it is in a classroom, on the pitch, on the stage, or through service, we flourish when we support each other, learn from one another and celebrate each other's achievements. So, in this new academic year, encourage your child to take full advantage of the rich experiences the school has to offer. Challenge them and encourage them to experience exciting new things and grow new talents - we promise you that through this journey, we will encourage your child to be ambitious and aim for the best, because...

*Together we grow*



Mrs L Aitcheson  
Principal

# INFORMATION FOR PUPILS & PARENTS

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## POLICIES

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Relevant Policies to be read before your child begins school in September

- Administration of Medicine in School
- Anti-Bullying Policy
- Safeguarding and Child Protection Policy
- E-Communication and Acceptable Use of Digital Resources Policy
- Pastoral Care Policy
- Positive Behaviour Policy

All polices are available on the school website [www.dalriadaschool.com](http://www.dalriadaschool.com)



# AIMS OF DALRIADA SCHOOL

Dalriada School aims to promote academic excellence and all-round personal development in a stimulating, caring, happy environment which is sympathetic and responsive to individual needs, aspirations and talents.

## **We seek to:**

- establish and maintain good personal relationships and genuine partnership between pupils, staff, parents and governors in an atmosphere of friendship, trust and mutual respect
- encourage all members of the school community to develop a positive self-image and the skills of communication, teamwork and leadership
- encourage individual initiative, independence of thought and the expression and appreciation of creativity
- promote understanding of the importance of moral and spiritual values and encourage the development of self-respect and respect for others
- assist pupils to recognise the need for discipline, and to develop a self-disciplined and responsible attitude to life
- encourage a spirit of service within the school and in the wider community and promote active respect for the school, local and global environments
- help pupils to value the importance of personal health and fitness and encourage a positive approach to the use of leisure time
- promote positive links with the local and wider community

**It is our aim to provide learning and teaching experiences to equip pupils with the skills, guidance and confidence they require to make a successful transition to further or higher education and employment and to meet the demands of life in the competitive contemporary world.**

## SENIOR STAFF

<b>Principal:</b>	Mrs. L. Aitcheson
<b>Deputy Principals:</b>	Ms. R.L. Crawford (Pastoral) Dr. I.T.G. Walker (Curriculum)
<b>Senior Teachers:</b>	Mr. J.G. Devlin Mrs. H. Millar Mr. R. Mills
<b>Business Manager:</b>	Mrs. A.J. Nesbitt
<b>Heads of School:</b>	Mrs. B.T. Cleland and Mr. D.C. Hodges Mr. S.R. Glenn Mr. J.G. Devlin Mrs. A.M. Williamson

## THE BOARD OF GOVERNORS

The Board of Governors is responsible for the administration of the School in accordance with the regulations of the Department of Education.

The Board currently comprises of the following members:

### **Governors elected by the School Association:**

Prof. J.H. Gillespie (Chairman), Mrs. E. McCollum (Vice-Chairperson) Dr. S.A. Barr, Mr. S.R.W. Flynn, Mrs. D.M. McLean, Mr. R.D.N. Robinson

**Governors appointed by DENI:** Mr. W. Baxter, Prof. R.W. Hutchinson, Mrs. L. Kennedy

**Governors appointed by EA:** Mr. J. Borland, Mrs. S. Boswell, Prof. J.V. Condell,

**Teacher Governors:** Mr. J.G. Devlin, Mr. R.W. McQuillan

**Parent Governors:** Dr. J. Burns, Mrs. S. Christie

**Principal (non-voting, Hon. Secretary):** Mrs. L. Aitcheson

# START OF AUTUMN TERM 2025

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<b>Tuesday 26<sup>th</sup> August</b>	Induction for Year 8 & Year 14 only*	9am-12.30pm
<b>Wednesday 27<sup>th</sup> August</b>	Induction for Years 9, 10 & 13 only*	9am-12.30pm
<b>Thursday 28<sup>th</sup> August</b>	Induction for Years 11 & 12 only*	9am-12.30pm
<b>Friday 29<sup>th</sup> August</b>	(No pupils)	N/A
<b>Monday 1<sup>st</sup> September</b>	All year groups - Normal timetable commences	9am-3.27pm

\*From 26<sup>th</sup> August to 29<sup>th</sup> August, pupils should only attend on the ONE required induction day for their Year Group

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## OTHER USEFUL INFORMATION

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Families will have received Summer Reports via Sims Parent App. Hopefully you will spend time reviewing grades with your child. In some cases it may be necessary for pupils to do extra work or revision during the Summer Term. This may also be the case for Years 11-13.

Due to the high cost of transport for extra-curricular sport, a levy is charged to help subsidise the cost of transport for away fixtures. Further information will be available via Parentmail.

Mobile Phones should be switched off and out of sight during the school day. Pupils may use their phone at break-time or lunch-time to play games, access Google Classroom or digital books, but they should not be used to take photographs or videos. They must not be used in corridors or classrooms (unless directed by a teacher)

# TERMS & HOLIDAYS 2025-26

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<b>Autumn Term</b>	26th August – 19th December
	Half Term 27th – 31st October
<b>Spring Term</b>	5th January – 27th March
	Half Term 9th - 13th February
<b>Summer Term</b>	13th April – 30th June
	Spring Bank Holidays 4th & 25th May

## THE SCHOOL DAY

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Pupils should aim to be in school by 8.55 am, as the school day begins at 9.00 am. During the school day, there are 9 periods of 34 minutes' duration each day:

Pupils should leave the School site promptly at the end of the day, unless they are participating in supervised activities. The Library will be open for private study between 8.30 am and 4.30 pm each day (3.30 pm on Friday). Pupils who have to stay on site after lessons in exceptional circumstances should inform the Office and pupils can complete work in classrooms near the office. All staff and pupils should finish by 5.30 pm.

The School will be locked at 5.30 pm.

The School Office is open from 8.45 am - 4.45 pm (Monday – Thursday)  
8.45 am - 4.30 pm (Friday)



# THE SCHOOL DAY - YEARS 8-10

Registration	9.00am - 9.10am
Period 1	9.10am - 9.44am
Period 2	9.44am - 10.18am
Break-Time	10.18am - 10.38am
Period 3	10.38am - 11.12am
Period 4	11.12am - 11.46am
Period 5	11.46am - 12.20pm
Lunch-Time	12.20pm - 1.11pm
Period 6	1.11pm - 1.45pm
Period 7	1.45pm - 2.19pm
Period 8	2.19pm - 2.53pm
Period 9	2.53pm - 3.27pm

# THE SCHOOL DAY - YEARS 11-14

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<b>Registration</b>	<b>9.00am - 9.10am</b>
Period 1	9.10am - 9.44am
Period 2	9.44am - 10.18am
<b>Break-Time</b>	<b>10.18am - 10.38am</b>
Period 3	10.38am - 11.12am
Period 4	11.12am - 11.46am
Period 5	11.46am - 12.20pm
Period 6	12.20pm - 12.54pm
<b>Lunch</b>	<b>12.54pm - 1.45pm</b>
Period 7	1.45pm - 2.19pm
Period 8	2.19pm - 2.53pm
Period 9	2.53pm - 3.27pm

# BOYS' UNIFORM

The following approved clothing must be worn to school, and on all journeys and school occasions (except when otherwise officially authorised). Individualism is not an acceptable reason to depart from the regulations, however the school understands that there may be individual circumstances that merit careful consideration to allow a pupil to feel safe and comfortable during the school day. A request should be made to the Deputy Principal (Pastoral) and this individual circumstance will be considered, and the Principal consulted, before a decision is made to allow for a deviation of the uniform regulations.

## COMPULSORY

1. **School Blazer** - Maroon, bound with royal blue, with pocket badge
2. **Black Trousers** - Terylene or similar - cords and jeans are not permitted
3. **White Shirt** - A short-sleeved white shirt may be worn in the summer term

*[Optional - white vest/t-shirt only may be worn underneath]*

4. **School Tie** - Worn in conventional style and length
5. **Plain Black Shoes** - Leather-type (not suede, patent or trainers and no shoes with yellow stitching)
6. **Grey socks**
7. **Plain black belt**

*[Optional - official Grey V-Neck Pullover, edged with maroon, royal blue and black, official Black V-Neck Pullover for Sixth Form]*

## COMPULSORY PE/GAMES KIT

1. **Trainers**
2. **White games shorts** (Kukri)
3. **School T-shirt** (Kukri)
4. **White socks**
5. **Black tapered tracksuit pants** (Kukri)
6. **School hooded sweatshirt** (Kukri)
7. **Rugby or soccer boots and shin guards**
8. **School sports socks**
9. **School rugby shirt**
10. **Swim trunks or shorts**
11. A towel is needed for all games activities, as pupils may take a shower

*Most National Governing Bodies involved in contact sport strongly recommend that players wear mouth guards in games and in practices involving physical contact.*



## **SCHOOL SUPPLIERS:**

Messrs. R.H. Gault Church Street, Ballymoney

Messrs. S. & T. Moore  
Railway Road, Coleraine  
and  
28 Sperrin Business Park,  
Coleraine

Heart & Home High  
Street, Ballymoney and  
Captain Street, Coleraine

Cordners (Shoes) 8-10  
Main Street, Ballymoney  
[www.cordners.co.uk](http://www.cordners.co.uk)

# GIRLS' UNIFORM

The following approved clothing must be worn to school, and on all journeys and school occasions (except when otherwise officially authorised). Individualism is not an acceptable reason to depart from the regulations, however the school understands that there may be individual circumstances that merit careful consideration to allow a pupil to feel safe and comfortable during the school day. A request should be made to the Deputy Principal (Pastoral) and this individual circumstance will be considered, and the Principal consulted, before a decision is made to allow for a deviation of the uniform regulations.

## COMPULSORY

1. **School Blazer** - Maroon, bound with royal blue, with pocket badge (standard or tailored fit)
2. **Regulation Grey Skirt** - Kick pleat skirt, worn on the knee
3. **White School Blouse** - A short-sleeved open neck blouse shirt may be worn in the summer term
4. **School Tie** - Worn in conventional style and length
5. **Plain Black Shoes** - Leather-type (low heel, not suede, patent or trainers and no shoes with yellow stitching)
6. **Grey socks** (knee-length) or plain **Black Tights**  
[Optional - official Royal Blue V-Neck Pullover, official Black V-Neck Pullover for Sixth Form]

## COMPULSORY PE/GAMES KIT

1. **Trainers**
2. **School hockey skort** (Kukri)
3. **School Polo Shirt** (Kukri)
4. **White socks**
5. **Black tapered tracksuit pants or black school leggings** (Kukri)
6. **School hooded sweatshirt** (Kukri)
7. **Hockey stick** and **shin guards**
8. **School sports socks**
9. **Swimsuit** and towel
10. A towel is needed for all games activities, as pupils may take a shower  
[Optional - non-branded black shorts with an inseam length of at least 4 inches]

*Most National Governing Bodies involved in contact sport strongly recommend that players wear mouth guards in games and in practices involving physical contact.*



Free pre-loved school uniform items are available on selected Saturdays in St. James' Presbyterian Church. Dates to be confirmed on the school Facebook page. The School also has a small selection of used uniform items.. Please contact Ms L Crawford if you require any information.

**EVERY ITEM OF CLOTHING AND EQUIPMENT WHICH MAY BE CHANGED OR USED IN SCHOOL MUST BE CLEARLY MARKED WITH THE OWNER'S NAME**



# THE SCHOOL COMMUNITY

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## PASTORAL SYSTEM

Children learn best when they feel happy and secure. It is the purpose of the School's pastoral system and behaviour management procedures to maintain a stable and supportive working environment for pupils.

Tutors have a special responsibility to get to know their pupils, to oversee their progress and general welfare, and to help them to overcome any difficulties. Tutors meet their class at registration every morning and for Learning for Life and Work (LLW), and most Year 8 tutors also teach their forms at other times. Tutors are supported by the Head of School and by the Deputy Principal (Pastoral).

Pupils or parents wishing to discuss any concern about school should contact the Form Tutor or Heads of School in the first instance. If necessary, further support is available from Ms. L. Crawford, Deputy Principal (Pastoral) or from outside agencies. The school's Counselling Service, Family Works Counselling, provides professional counselling on request.

The Positive Behaviour Policy (on school website) and Uniform Requirements (enclosed) set out the expected standards of behaviour and appearance. The enrolment of a pupil at the School implies that both pupil and parents accept these requirements. The full support of parents is expected in ensuring that their children act and dress according to these codes.

Good attendance is an important factor in ensuring success at School. Unnecessary absences should be avoided. Medical, dental and other appointments should as far as possible be arranged outside school hours. Parents are asked to make every effort not to arrange family holidays during term time. Parents must notify the Principal in writing if a pupil will be absent due to a family holiday.

All absences must be covered by a parent's note, produced at the latest on the day the pupil returns. In the case of a prolonged absence (i.e. more than 3 days), parents or guardians should inform the School Office as soon as possible, rather than waiting until the date of return. Any planned absence should be cleared with the School as far in advance as possible.

It is the responsibility of pupils to make up missed work as quickly as possible following a period of absence. In the case of a planned absence, pupils should inform subject teachers in advance and make arrangements for work to be made up. This applies to all absences from class, including any absence to take part in another school activity.

Pupils are not allowed to leave School during the school day unless they first present a parent's note or approved appointment card to their tutor, and obtain an official Exeat Card.

## SCHOOL ASSOCIATION

All parents are invited to become members of the Dalriada School Association, which elects from its membership eight of the eighteen members of the Board of Governors. An application form for membership is enclosed.

## FRIENDS OF DALRIADA

All parents are also encouraged to join the “Friends of Dalriada”, an association aimed at fostering a continuing sense of community amongst all those who have links to Dalriada School.

Friends of Dalriada will:

- Help reconnect you with old friends and introduce you to new ones.
- Support fundraising opportunities in aid of Dalriada School.
- Be a powerful source of community spirit.
- Provide a platform for you to encourage and support current pupils.
- Make you a part of the growing Dalriada community.

An application form for membership is available on the school website.

## PUPIL SUPPORT FUND

Dalriada School Pupil Support Fund: This fund was established some years ago by a small group of former pupils and parents as an expression of gratitude for what they had received from the School. It is available to give help to pupils in need of financial support as a result of difficult family circumstances such as the ill-health or death of a parent, redundancy, etc. Sums paid out range from £10 - £200 and in the past assistance has been given towards the provision of school uniform, travel expenses, and school fees. See enclosed form. Applications for assistance can be made directly to the Principal or Deputies, or through the Form Tutor, Head of School or teacher organising a particular activity and will be authorised by the Principal. Complete discretion is assured.

Contributions and donations to the Pupil Support Fund are welcome and can make a significant difference to the school experience of another pupil. Please contact the Principal or Deputy (Pastoral) for further information.

## PARENTS' PRAYER GROUP

The Dalriada School Parents' Prayer Group was established in 1986 and has held monthly meetings during the school term since that time. It is open to all parents, regardless of religious denomination, and staff and senior pupils are also invited to attend. The short informal meetings provide an opportunity to meet with parents and to give support and encouragement to staff, pupils and parents.

During 2025-2026 the meetings will take place at the School on the first Thursday of each month, unless this falls during a holiday or coincides with a major school event. All meetings will be held at 1.00 pm in the Planning Room of the Technology Suite (Room K3A).

The Technology Suite is at the rear of the school (entrance opposite the rear car park).

Further information can be obtained from the Secretary of the Group, Mrs. Anne Forgrave (07708842206).

## HEALTH & SAFETY

Parents are reminded that pupils must not bring any of the following onto the school premises as there is a serious risk to the health of other members of our school community:

- Nuts or products containing nuts (potentially fatal allergic reactions for some of our pupils)
- Chewing gum
- Aerosols

Every reasonable step is taken to ensure the health and safety of our pupils and staff. In 2018 we installed CCTV and a new door security system which have enhanced the safety of our staff and pupils.

We rely on parents and pupils complying with our traffic and pedestrian management procedure. Parents should not use the back car park for dropping off or collecting pupils during the school day. Pupils must use the pedestrian entrance on the St. James's Road and must not enter or exit school via the main front and back gates.

Parents are reminded that the school does not open until 8.30 am. There will be no supervision available before this time and parents dropping off pupils before 8.30 am do so entirely at their own risk.

# SAFEGUARDING & CHILD PROTECTION

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The School has a Safeguarding and Child Protection Policy which is enclosed and is also available on the School website.

The policy contains detailed information on

- the six categories of child abuse
- neglect, physical, sexual, emotional, exploitation and domestic violence;
- signs and symptoms of abuse;
- procedures for reporting suspected (or disclosed) child abuse;
- procedures for selection of volunteers and coaches.

Under these procedures, cases may be referred to social services for investigation in the interests of the child.

Relevant, linked policies also include;

- a code of conduct for staff and volunteers
- the school's policy on confidentiality
- guidance on the use of reasonable force to restrain or control pupils

These are also available on request.

The Deputy Principal (Pastoral), Ms. L. Crawford, is the senior member of staff designated to liaise with social services and other agencies on child protection matters. The deputy designated teacher is Dr. I. Walker.

Parents who have any concern about the safety of their own child (or another child) can, in the first instance, contact the child's form tutor or the appropriate Head of School, or the Deputy Principal (Pastoral), by telephoning the school office.

If your concerns continue you can telephone or write to the Principal. If your concerns cannot be resolved you can write to Prof. J. H. Gillespie, the Chairman of the Board of Governors.

You can at any time refer concerns about child protection issues to Social Services or the local police Child Abuse Investigation unit.

## IMPORTANT TELEPHONE NUMBERS

School Office: 028 2766 3066

Gateway Team: 0300 1234 333

PSNI: 0845 600 8000

Ms. L. Crawford – Designated Teacher

Dr. I. Walker - Deputy Designated Teacher



# COMMUNICATION WITH PARENTS

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It is the policy of the School to foster good communication and close cooperation between parents and teachers, so that children may receive effective support at home and in school during the years of secondary education. The following are methods of communication used at Dalriada.



We use a service called 'ParentMail' to communicate with our parents via e-mail and SMS (Text Service). Parents should also download the ParentMail App which offers more functionality and allows us to send instant messages to parents. More details about this will be given in August/September.



Reports on progress are produced twice a year and are sent home via SIMS ParentApp. Parents will receive a message via ParentMail to let them know that the report is ready to view. A reply slip can be returned to the school via ParentMail. It is very important that parents should discuss reports with their children.

Details about signing up to SIMS ParentApp will be made available in September. Please keep a record of your username and password. The username is an email address and if you change any of your credentials applicable to the email account you use, this will also apply to the SIMS ParentApp.



To remove all cash and cheques from school we are asking parents to use our e-payment method for school meals, trips, and tours etc. This can be done online using a very secure website called ParentPay. Please note this is a separate system from our ParentMail app which is used to communicate with you by email. School Fees and Music Fees are not on ParentPay as the majority of parents pay these by Direct Debit and Account Transfer. More details about this will be given in August/September.

GETTING READY FOR SEPTEMBER...

# EQUIPMENT LIST

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We have put together a list of equipment that we think each pupil is likely to need during the academic year. Please remember that this may need to be replenished during the year and each pupil's belongings should be clearly labelled with their name (including equipment/stationery)

1. A pencil case (stationery should not be carried in a blazer pocket)
2. At least one blue or black pen
3. A red pen
4. An HB pencil
5. An eraser
6. A pencil sharpener
7. A highlighter
8. A 30cm ruler
9. A protractor and compass
10. A scientific calculator (type recommended by maths teacher)
11. A glue stick
12. A set of colouring pencils

# RECOMMENDED PROCEDURE FOR PARENTS

Academic Concerns	Pastoral Concerns	Concerns relating to particular learning or physical needs	Concerns and queries relating to school administration	Issues relating to staff or timetabling
Please raise your concern with your child's Subject Teacher in the first instance	<i>Pastoral Care covers our support of your child's individual needs, their emotional wellbeing and helping them with any personal problems they may be experiencing at school</i>	<i>Where a concern is related to a special need and you feel an adjustment may be require to support successful learning e.g. issues related to autistic spectrum indicators, dyslexia, dyspraxia or physical disabilities</i>	Please speak to the Office Staff for: Parentmail - Mrs D'Souza-Bento  Sims Parent App – Mrs D'Souza-Bento  Parentpay – Mrs O'Brien  Attendance – Mrs D'Souza-Bento	Please contact the Curriculum Deputy Principal (Dr I Walker) (timetabling issues)  or the Pastoral Deputy Principal (Ms L Crawford)
	Please raise your concern with your child's Form Tutor in the first instance	Please raise your concern with your child's Form Tutor in the first instance		
If you feel the Form Tutor or Subject Teacher is unable to help, please contact: <ul style="list-style-type: none"> <li>The Appropriate Head of Department (Academic Concerns)</li> <li>The Head of Year (Pastoral Concerns)</li> </ul>		Please arrange a call or appointment with our SENCo, Mr Glenn	If you feel the Office Staff are unable to help please contact:  Parentmail or SIMS Parent App - Dr Walker  Parentpay - Mrs Nesbitt  Attendance - Ms Crawford	
If you feel your issue/concern has not been resolved please arrange a call or appointment with Ms L Crawford (Pastoral Deputy Principal)				
If you are concerned after following the steps above, please make an appointment with the Principal.				
Appointments can be made with all of the above by contacting the School Office on 028 27663066 or emailing secretary@dalriada.ballymoney.ni.sch.uk				
While we endeavour to return calls as quickly as possible, it is unlikely that teaching staff will be available immediately. We thank you for your patience.				

## FOSTERING POSITIVE & SUPPORTIVE COMMUNICATION

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Please keep us informed eg change of address, telephone numbers, circumstances.

Please be realistic. If you contact us, please understand that we cannot always provide immediate response. Give us time to get back to you.

Please don't make judgement calls until you have all the facts at your disposal.

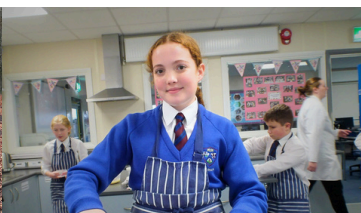
Please respect our professional judgement.

Please remember we strive to meet the needs of all the pupils in our care. This may, at times, result in us being unable to meet individual demands.

Please make yourself familiar with school policies, procedures and any other school communication.

Please be respectful of professional boundaries. Do not contact staff members outside of school hours and please refrain from using personal communication channels or unofficial methods e.g. your child's Google Classroom. Please follow the established channels (see above). Staff members are not available for a meeting without an arranged appointment, therefore please call in advance.

Please remember we are all at our best when we work together.



# CASHLESS CATERING

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Our school cashless catering system enables pupils to pay for their food in the Refectory and Tuck Shop from funds they have loaded onto their own personal account via Parent Pay.

The cashless system encourages pupils to manage their school meals account, monitor their spending and forward plan for 'top-ups', all the while encouraging them to evaluate their choice of foodstuffs over a period of time with a view to embracing healthy eating as part of their overall physical wellbeing.

The company supplying the system, EMOS-Infineer, are widely used by schools across the province and Dalriada's system can only be accessed by the office staff and catering manager. This information cannot be accessed by anyone outside the system or used or transferred outside the school. EMOS-Infineer only perform operating functions when authorised by Dalriada School. The system allows pupils to use a five-digit PIN number to identify their personal account. The pupils name will appear at the tills to prevent the misuse of the PIN number.

## FREE SCHOOL MEALS

Pupils entitled to free school meals will have their account credited on a daily basis and this can be accessed with the use of the PIN number at the tills. Additional credits can be added via Parentpay if required and can be used to purchase additional items not included in the free school meal allowance, or to buy items at break time.

## PRE ORDER SYSTEM

We also have a pre-order service allowing pupils to pre-order meals or individual items for collection. This allows pupils taking part in lunch time clubs the flexibility of still having access to the Refectory and Tuck Shop.

<https://dalriada.dishup.app/>



# FINANCE

## SCHOOL FEES

School fees of £198 per annum are made up of a voluntary contribution of £186 per annum and a capital fee of £12 per annum.

The voluntary contribution is paid into the School's funds, without which it would be impossible, particularly during this period of declining government funding levels, to maintain the School's standards of educational provision. These funds are used for the benefit of every pupil and enhances the provision of classroom resources including ICT equipment and transport for curricular educational trips. In addition, we would not be able to provide the quality and range of extra-curricular provision including sport, drama and music without this source of funding.

The Governors have set the voluntary contribution, at £186, for each pupil. The capital fee of £12 has been set by the Department of Education. This equates to approximately £1 per day for your child's education. For major school trips, which are often over-subscribed, pupils who have paid their fees will be given preference in the allocation of places.

The potential total contribution of a year's school fees for every child in Dalriada amounts to £180,000 which would increase to £224,000 with the addition of Gift Aid at no additional cost to the parent.

### Gift Aid

The value of your contribution to the School can be enhanced by 25% through the Gift Aid Scheme at no further cost to yourself. We would strongly encourage you to join the Gift Aid Scheme by completing the form that was supplied in the welcome pack in May, as this will help provide much needed funds to support the needs of the School.

## CHARGING AND REMISSIONS POLICY:

The School is required by the Department of Education to draw up and make available to parents a policy on charges and remissions.

Apart from the capital fee, the fee for instrumental music tuition and Home Economics mentioned on the following page, charges are not normally made for any activity wholly or mainly in school hours or required as part of the N. Ireland curriculum or in connection with preparation for a public examination. Voluntary contributions may be requested from parents in the case of an activity for which compulsory charges cannot be levied, but which can only be provided if there is sufficient voluntary funding.

# CHARGING & REMISSIONS POLICY

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In conformity with the requirements of the Education Reform (NI) Order 1989, it is the policy of the Governing Body, with respect to non-tuition fee paying pupils:

1. to levy, except where pupils are entitled to statutory remission, a charge for all board and lodging costs on residential visits;
2. to levy a charge for activities wholly or mainly outside school hours which are not part of the Northern Ireland curriculum, statutory Religious Education or required in preparation for an approved public examination;
- \*3. to levy a capital charge, under Article 132 of the Order, for the purpose of meeting expenditure in respect of the provision or alteration of premises or the provision of associated equipment;
4. to levy no charge for examination entries where the School has prepared pupils for GCSE and GCE examinations in the year for which the entries are made, but to reserve the right to levy a charge for examination entry where:
  - (a) the School has not prepared pupils for examination in the year for which entry is made, or
  - (b) a pupil has failed, for no good reason, to complete the requirements of the examination or to attend for it;
  - (c) a pupil who chooses to re-sit any GCSE or GCE paper or papers;
5. to levy no charge in respect of books, materials, equipment, instruments or incidental transport provided in connection with the Northern Ireland Curriculum, statutory Religious Education or required preparation for approved public examinations or courses taught at the School, except where parents have indicated in advance their wish to purchase the product.

However, a charge may be levied, on certain courses, in order to achieve uniformity of equipment and instruments i.e. calculators; recorders; paint and brushes and technology components etc.
6. to levy a charge for the provision of individual tuition in the playing of a musical instrument;
7. to levy a charge for the provision of Home Economics ingredients and aprons;
8. to levy a charge for transport for activities which enhance, the Northern Ireland curriculum and statutory Religious Education or the preparation for an approved public examination. Also to levy a charge for transport incidental to approved activities outside school hours.
9. to levy a charge for the hire of a school locker;
10. to request voluntary contributions from parents for school activities in or out of school time for which compulsory charges cannot be levied but which can only be provided if there is sufficient voluntary funding, whilst ensuring that no pupil is excluded from such activity by reason of inability or unwillingness to make a voluntary contribution. The voluntary contributions will also be used to provide additional financial support to maintain the operational standards and ethos of Dalriada School, as determined by the Board of Governors.
11. to seek payment from parents for damage to or loss of school property caused wilfully or negligently by their children.

## NOTES:

- a. There will be full remission of charges for board and lodging on residential visits for a pupil where:
  - i. the education provided on the visit is mainly in school hours or is part of the Northern Ireland Curriculum, statutory Religious Education, or required preparation for an approved examination; and
  - ii. the pupil's parents are in receipt of income support for any part of the duration of the visit.
- b. The Pupil Support Fund exists to help pupils in need of financial support as a result of difficult family circumstances. At the discretion of the Principal, such help may include remission of all or part of such charges as may be made under items 2 and 6 above.

\*The level of the capital charge has been set at £12.





*“Like trees in a  
forest, we each  
grow in our own  
way – but we  
thrive best side by  
side”*



