



# INTERNATIONAL BRITISH PRIMARY SCHOOL

## ADDITIONAL ACTIVITIES AND CHARGES POLICY

This policy clarifies the school activities outside of classroom teaching for which an additional charge or a discretionary contribution may be required. Once confirmed, any additional charge not published on the on the annual "School Fees" table will be collected under the debt collection principles as delineated in the school's Terms and Conditions, specifically, clauses 4.6 to 4.10.

### **Additional Educational Activities taking place during School Hours**

"School Hours" are defined as those during which the school is in session. Education provided during school hours will be subject to the applicable tuition rate for the child. The annual Registration, Enrichment Activities, Textbooks, Stationery and Consumables and Insurance fees are listed on the AIBPS "School Fees" table, included also in the school's prospectus available on the school website.

Normally, the annual charge for Enrichment Activities as indicated on the annual "School Fees" table is sufficient for the student's annual activities. However, contributions may be requested to enable the school to run extra activities (including trips and visits) which are deemed educationally desirable. The school will clearly communicate to parents that these contributions are discretionary, and that no student will be treated differently if his or her parent or care taker has not contributed. If insufficient funds are received to cover the cost of the activity, it may be cancelled.

The following is a list of additional activities organised by the school, which require contributions from parents or care takers (this list is not exhaustive):

- visits to places of interest
- outdoor adventure activities
- school trips
- visits to school by musicians, artists and individuals providing various workshops

### **Educational Activities taking place outside School Hours**

For activities outside school hours, a charge will be set to cover the cost of such items as:

- transport/travel cost
- board and lodging
- entrance fees
- insurance cost
- any required materials for the activity
- incidental expenses

The charge should not fund any other student participating. Optional educational visits, entirely or mostly, outside school hours will be charged at full cost. These visits will not take place where sufficient funds are not received to cover the cost of the activity.

### **Swimming**



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The school organises swimming lessons for Years 1 through 6, and Years 7 to 11 when the curriculum demands it. These lessons take place at an alternate location of which cost is included in the student's Enrichment Activities Fee. We inform parents when these lessons are to take place. Transportation is provided and if swimming lessons take place at the end of the school day, the school will arrange for parents or carers to collect their charges.

### School Meals

Currently, AIBPS does not provide school meals. Students are responsible for bringing their own snack and lunch to be eaten at school during the allotted break times. For this reason, there is no cost for meals. Nevertheless, the school is constantly reviewing the feasibility of opening a "Healthy and Notional" food canteen.

### Uniform

The school uniform must be paid for at the earlier of when the order is being placed or on uniform collection. For more uniform information, please see the Uniform Policy.

### Photographs

Professional class and individual photographs taken by a photographer appointed by the school may be offered for sale. Photographs must be paid for when placing the order.

Daily photographs taken by the school may be given free of charge after a USB flash drive is given by the parent or carer for copying such photographs onto.

### After-school Care

After-school care is available on request for Pre-school and Reception children. After-school care is available between 13:30 to 15:30 in accordance with current price list charges. Parents must register for this service in advance. If children are not registered for After School Care and their parent or carer or driver has not retrieved them within 15 minutes of school ending, a charge of 2,000 CFA per 15 minutes may be charged.

### Damage or Loss of School Property

Damage to, breakage or loss of school property (i.e. books, equipment, furniture, windows, etc.) will be charged for if it was caused by negligence, carelessness or from a deliberate act. The charge will be the cost of replacement or repair. Likewise, a charge will be imposed for intentional damage, neglect or loss of property belonging to a third party, where the cost has been charged to the school.

### Other Charges

The school may apply a charge for miscellaneous services for the cost of providing such services (i.e. providing a copy of a report).

### Refunds

If the school has over-charged or there are any changes to the cost of a service or event, the school will reimburse parents as long as the sum is equal to or greater than 3,000 CFA per student. Parents/carers will be informed in writing if any deposits paid for extra-curricular trips/events are non-refundable.