



**Proposed Student Direct Costs from Parents/Guardians for  
LMETB Post Primary Schools and Colleges for the 2025/2026  
Academic Year**

<b>School Name</b>	<b>Coláiste na hInse</b>
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<b>Ratified at the BOM meeting on:</b>	<b>Date 30<sup>th</sup> April 2025</b>
<b>Proposed By:</b>	<b>Gerard O'Reilly</b>
<b>Seconded By:</b>	<b>Aisling Power</b>
<b>Signed:</b>	<i>Wayne Harding</i> <b>Chairperson</b>
<b>Signed:</b>	<i>[Signature]</i> <b>Principal</b>

**This document will be held in Head Office, Finance Section for any ETB IAU and/or C  
& AG Audit Queries**

**Please complete and return to [schoolleadersbomdoc@lmetb.ie](mailto:schoolleadersbomdoc@lmetb.ie)**

**by Thursday 8 May 2025**

**Proposed Student Direct Costs from Parents/Guardians for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Year for the Academic Year 2025/2026**

Code	Details	Student Direct Cost €	Way to Pay Setup %
S5511	Insurance	€7	4%
S5512	Locker Lock Maintenance	€7	4%
S5514	Book Rental		
S5515	Activities & Trips*	€150	83%
S5517	Mock Exams	€13	7%
S5521	School Journals		
S5522	Text a Parent	€3	2%
S5523	Printing & Photocopying for students		
<b>Total</b>		<b>€180</b>	<b>100%</b>

**\*A student direct cost for all curricular and co – curricular trips for the academic year must be included here.** Any additional trips organised by the school during the academic year will be deemed as ‘optional’ for students and these must be communicated to parents as ‘optional trips’. For ‘optional trips’ following the relevant procurement process (as advised by CES section, LMETB), Purchase Orders must be raised on P2P, money collected separately through Way to Pay for each trip and invoices paid through P2P.

**You are not authorised to add any additional lines up above as the codes are linked directly to the Self - Financing Codes for Schools & Colleges**

**Proposed Student Direct Costs from Parents/Guardians for **Transition Year** for the  
 Academic Year 2025/2026**

Code	Details	Student Direct Cost €	Way to Pay Setup %
S5511	Insurance	€7	2%
S5512	Locker Lock Maintenance	€7	2%
S5514	Book Rental		
S5515	Activities & Trips*	€433	95%
S5517	Mock Exams		
S5521	School Journals		
S5522	Text a Parent	€3	1%
S5523	Printing & Photocopying for students		
<b>Total</b>		<b>€450</b>	<b>100%</b>

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**Proposed Student Direct Costs from Parents/Guardians for  
5<sup>th</sup> & 6<sup>th</sup> Year for the Academic Year 2025/2026**

Code	Details	Student Direct Cost €	Way to Pay Setup %
S5511	Insurance	€7	4%
S5512	Locker Lock Maintenance	€7	4%
S5514	Book Rental		
S5515	Activities & Trips*	€150	83%
S5517	Mock Exams	€13	7%
S5521	School Journals		
S5522	Text a Parent	€3	2%
S5523	Printing & Photocopying for students		
<b>Total</b>		<b>€180</b>	<b>100%</b>

**\*A student direct cost for all curricular and co – curricular trips for the academic year must be included here.** Any additional trips organised by the school during the academic year will be deemed as ‘optional’ for students and these must be communicated to parents as ‘optional trips’. For ‘optional trips’ following the relevant procurement process (as advised by CES section, LMETB), Purchase Orders must be raised on P2P, money collected separately through Way to Pay for each trip and invoices paid through P2P.

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**Proposed Student Direct Costs from Parents/Guardians for  
LCA 1 & LCA 2 for the Academic Year 2025/2026**

Code	Details	Student Direct Cost €	Way to Pay Setup %
S5511	Insurance	€7	4%
S5512	Locker Lock Maintenance	€7	4%
S5514	Book Rental		
S5515	Activities & Trips*	€150	83%
S5517	Mock Exams	€13	7%
S5521	School Journals		
S5522	Text a Parent	€3	2%
S5523	Printing & Photocopying for students		
<b>Total</b>		<b>€180</b>	<b>100%</b>

**\*A student direct cost for all curricular and co – curricular trips for the academic year must be included here.** Any additional trips organised by the school during the academic year will be deemed as ‘optional’ for students and these must be communicated to parents as ‘optional trips’. For ‘optional trips’ following the relevant procurement process (as advised by CES section, LMETB), Purchase Orders must be raised on P2P, money collected separately through Way to Pay for each trip and invoices paid through P2P.

**You are not authorised to add any additional lines up above as the codes are linked directly to the Self - Financing Codes for Schools & Colleges**