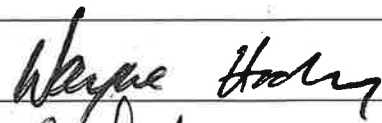





**Proposed Student Direct Costs from Parents/Guardians for  
LMETB Post Primary Schools and Colleges for the 2026/27  
Academic Year**

|                    |                          |
|--------------------|--------------------------|
| <b>School Name</b> | <b>Coláiste na hInse</b> |
|--------------------|--------------------------|

|  |   |             |
|--|---|-------------|
| <b>Ratified at the BOM meeting on:</b> | 26 <sup>th</sup> May 2026   |             |
| <b>Proposed By:</b>                    | Gillian O'Byrne   |             |
| <b>Seconded By:</b>                    | Ashling Power   |             |
| <b>Signed:</b>                         |  | Chairperson |
| <b>Signed:</b>                         |  | Principal   |

**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)**

**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 2026/27**

| Code         | Details                              | Student Direct Cost € | Way to Pay Setup % |
|--------------|--------------------------------------|-----------------------|--------------------|
| S5511        | Insurance                            | €6.32                 | 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                        | €3.68                 | 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 2026/27**

| Code         | Details                              | Student Direct Cost € | Way to Pay Setup % |
|--------------|--------------------------------------|-----------------------|--------------------|
| S5511        | Insurance                            | €6.32                 | 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                        | €3.68                 | 1%                 |
| S5523        | Printing & Photocopying for students |                       |                    |
| <b>Total</b> |                                      | <b>€450</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  
5<sup>th</sup> & 6<sup>th</sup> Year for the Academic Year 2026/27**

| Code         | Details                              | Student Direct Cost € | Way to Pay Setup % |
|--------------|--------------------------------------|-----------------------|--------------------|
| S5511        | Insurance                            | €6.32                 | 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                        | €3.68                 | 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 2026/27**

| Code         | Details                              | Student Direct Cost € | Way to Pay Setup % |
|--------------|--------------------------------------|-----------------------|--------------------|
| S5511        | Insurance                            | €6.32                 | 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                        | €3.68                 | 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 Board of Management Nominees  
for the new Board of Management**

|                    |                          |
|--------------------|--------------------------|
| <b>School Name</b> | <b>Coláiste na hInse</b> |
|--------------------|--------------------------|

**This document will be presented to the LMETB Board for ratification of Board of Management Nominees for the school Board of Management**