



Payment of School Fees Policy

1 Introduction:

1.1 The prompt payment of school fees is integral to the life blood of the school.

1.2 School fees are always due on or before the start of the current school term and are non refundable.

1.3 Parents who have signed up to School Fee Plan (SFP), will have their fees paid on the 1st of every month for the period of 12 months.

1.4 Term dates are published on the website and displayed in the school in advance for all interested parties to view and note.

2 Aims and objectives:

2.1 The aim of this policy is to ensure a robust, non discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

2.2 The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

3 Payment of fees:

3.1 Parents or guardians jointly and severally (where applicable) agree to pay the fees applicable to each term directly to the schools nominated bank account.

3.2 Fees for each term are due and payable as cleared funds before the commencement of the term to which they relate. If an item on the fees invoice is under query, the 'undisputed' balance of that fees invoice must be paid.

4 Instalment arrangements (Payment Plan)

4.1 An agreement by the school to accept payment of fees on monthly basis is concessionary and will be subject to separate agreement(s) between the parents and the School.

4.2 One terms notice is required if parents decide to take their child off roll. If notice is given midterm than the notice period would be the default notice period of 12 weeks.

4.3 Any agreements (payment plans) will be confirmed in writing and signed by both parties.

4.4 If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full amount immediately.

4.5 If the payment is missed and/or paid late then Trustees will be notified of the amount owing and details of the missed/late payments. Appropriate action, which could include exclusion, will then be taken.

5 Late Payments

5.1 A £20 admin fee will be charged if fees are not paid on time. Parents will be notified by text and/or letter to bring their account up to date within the next 4 weeks.

5.2 If fees still remain unpaid then a further £20 admin fee will be charged and a second letter/text sent stressing that all arrears within 7 days. A report of all outstanding fees and payments made and/or missing will be passed to the trustees and possible exclusion may follow.

5.3 If a debt rises to an unacceptable level, the school reserves the right, in extreme cases to exclude the pupil on three days' written notice if fees remain overdue for payment.

5.4 If a pupil is excluded for a period of 28 days, he / she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the Parents.

5.5 The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

6 Fees Increase:

6.1 Fees are reviewed annually and are subject to increase from time to time.

6.2 If parents receive less than a term's notice of a fees increase they may give to the school written notice of withdrawal of the pupil within 21 days and will not be liable to pay fees in lieu of notice.

6.3 The pupil deposit, if paid, will be refunded without interest less any sums owing to the school.

Signed:

Chair of Governors

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Next Review date

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