

Fletewood School Fee Policy

It is crucial that school fees are paid promptly, as they are used to meet the school's running costs. Ultimately, the children's rich, overall educational experience is put at risk when parents do not honour their financial commitments. We therefore encourage parents and carers to keep their accounts clear in order to safeguard the quality of provision we all expect from Fletewood School.

In order to protect the school from those who buy services from the school but do not pay for them, the following regulations apply:

Enrolment requirements:

- A refundable deposit of half the current term's fee for each child must be paid and retained by the school from the point of registration (starting with any child entering the school from the term after they turn 5 years old to Year 6) until the point of exit. This deposit may be used to reduce outstanding fees owed to the school when the pupil leaves (i.e. the last half term before exit).
- At the beginning of each term, the full term's fees are incurred, to be paid the day before the start of the new term. Should a child be withdrawn after this date with no notice (the notice period being a minimum of half a term), no refund will be due from the school. Furthermore, the deposit taken at the beginning of enrolment becomes non-refundable.
- At the time of registration, the parent/guardian must sign a financial contract with the school binding them to clear their outstanding fees on a termly basis.
- The school requires advanced payment for short-term admissions, at registration, for the entire period the child is to attend the school. If payment is not received in full in advance, the school reserves the right to refuse admission. Priority is given to long-term applicants.
- Places will not be offered to families who are already in debt to the school. All debt must be cleared before a child is offered a place in any class. This also applies for parents seeking the enrolment of a new child or re-enrolment of a former student.
- It is preferred that fees are paid by bank transfer as cash payments incur a charge. If parents insist on paying in cash, that charge will be passed on to the parents and added to the fee statement.

Nursery Enrolment:

- Hours per week of nursery sessions must be agreed a week before the end of the previous term at the latest. Once the term starts, it is difficult to adjust hours, especially if a child is in receipt of funding. Any changes requested after the deadline will be subject to an additional administration fee. Allocated hours can be flexibly split throughout the week if space allows.

- The school offers access to the government-funded 30-hour sessions to all families eligible. We also accept two-year-old funding where families are eligible.
- Funded sessions can only be taken between the following times:
 - Full days – 9am to 3:15pm
 - Mornings – 9am to 12pm
 - Afternoons – 1pm to 3:15pm

Any additional hours required will be charged at the school's hourly rate; this includes lunchtime charges for part-time children using funding.

- Nursery fees are charged differently to school-aged fees due to the legal requirement for increased staff to pupil ratios in the Early Years. Please see our website for the latest fee figures.
- Nursery fees can be paid monthly in the term they are required but payments must be made by 10th of each month. Failure to pay on time could result on your child's place being removed.
- The school reserves the right to refuse a nursery place (including for government-funded hours) to families who are in debt to the school.

General Payment of Fees for school-aged children:

- School fees must be paid in advance of the school term.
- A monthly payment plan can be agreed with the bursar of the school on the understanding that the payments go towards the following term's fees so that the account is always in credit. The payment plan accommodates the spread of the following term's fees over a four-month period with the understanding that the fees will be cleared at the start of that term.
- Fees are charged on a full-term basis and cannot be prorated in any circumstances unless agreed prior to the start of that term with the school bursar and/or Headteacher.
- A half-term's notice should be provided in writing to the Headteacher if a child is to be removed. Failure to do this will incur a half term's fee in lieu of notice.

Term Time absence and late fees:

- In accordance with our responsibilities to ensure children are not missing education, we do not permit holidays to be taken during any term. Holidays taken during term times for children of statutory school age (the term after they turn 5 years old) may incur a fine of £200 to be paid within 4 weeks of the holiday, dropping to £100 if paid within 2 weeks. This is chargeable per student.
- Holiday fines are at the discretion of the Headteacher who will decide on a case-by-case basis if the absence can be permitted and therefore not fined. Holiday requests will take into account any time off school the child has already had that academic year, including time off for illness. Persistent absence will prompt a fine if a holiday is requested and subsequently taken.

Payment Default Procedures:

In the event of default of payment, the following procedures will apply:

- **First default:** the bursar will send a letter/email to the parent advising them that payment has not been received (or registered as received). A request for the situation to be remedied will be made.
- **Second default:** the parent will be invited to the school to meet with the bursar and another governor from Fletewood School Board. Any financial complications that the parent may be facing will be discussed. Setting up an agreed payment plan that is manageable for the family will be considered, if appropriate. Parents will be advised of their legal liability to meet their financial obligations to the school.
- **Third default:** the following steps will be taken:
 - The school will pursue legal action
 - The pupil will be taken off the school's enrolment register (if still enrolled at the school) and the parents will need to find another school
 - After parents have removed their child/been asked to remove their child from the school, Fletewood School reserves its legal rights to chase debts until the debt is settled in its entirety. This will be a last resort, as the bursar will work with the parent closely in order to try to prevent this action being taken. Parents should be made aware that any transferrable legal costs would be added to their debt, along with any interest applicable, as decided by the debt collectors.

SDA Discount

All members of the Adventist church are entitled to a discount of 25% that is paid by the SEC Conference. They should discuss this with the local pastor as there are certain restrictions, including a minimum requirement for the number of years they have been resident in the UK.

Church Discount

The following applies:

If a child is entitled to any form of local Seventh-day Adventist Church financial assistance, it is the Parent's responsibility to ensure that their agreed discount is paid into the school account by the church who has made this commitment and to ensure that the bursar is notified.

A full term's fees will be charged to the child's account and the account will only be credited with the financial assistance once this has been noted as received by the school.

Wrap-around care fees

The school provides parents access to wrap-around care between the hours of 8am until 8:30am and then from 3:30pm until 5pm daily. Please check with the office what the current charge is for these sessions. Parents can request that their child be allowed to attend the school between these times at the additional cost. The school will keep a record of dates and times each child attends the wrap-around care. Parents will be informed at least once every half term how much their bill has come to but may request updates more regularly if they wish.

Payments towards the club can be made either by cash or bank transfer and must be paid at least termly. If a debt has not been cleared by the end of a term, parents will not be able to send their child to the club the following term until the debt has been cleared.

If a parent has not informed the school that their child needs to attend wrap-around care on any given day and if that child is subsequently not collected from school by 3:30pm, the child will be cared for in the club and the parents will be charged for the service.

If a child is not collected by 5pm, the school will endeavour to contact the child's parent to find out why there has been a delay. The school will continue to care for the child until the parent arrives. This delay will incur an additional cost of twice the standard charge. If a child has not been collected by 6pm and parents cannot be contacted, the school will notify social services as per our safeguarding policy. It is expected that parents will respect the fact that staff are not employed to care for their children past 5pm so will make sure their child is collected by this time each day. If parents are persistently late collecting their child and do not make concerted efforts to find a solution, the wrap-around care place can be withdrawn by the school at the Headteacher's discretion.

VAT on school fees

The school charges 20% VAT on school fees as per requirements from the Government.

Policy ratified by governing body:

Date: May 2026

Review date: May 2028