



## FEES POLICY - Reviewed January 2023

### 1.0 INTRODUCTION TO THE FEE POLICY

Apex Primary School is a not for profit organisation and a registered charity. Fees are used to cover the running costs and development of the school. Any surplus, if generated, is re-invested in the school.

Payments for the year are collected in three termly instalments, each a full term in advance and prior to the academic year and each respective term if applicable. The school normally will send a reminder letter a few days before they are due. Parents can ask to pay by the monthly instalment option by setting up a 10 month (or less) standing order running from March to December.

Fees may increase annually to allow for inflation and the needs of the school. Where practicable, a term's notice will be given.

### 2.0 FEE STRUCTURE

The fee structure is periodically reviewed. Parents must note that school tuition fees will not be the only item that must be paid for. There are other items such as school trips, uniforms, textbooks, before and after school clubs and any equipment required for special projects etc.

There will be a sibling discount for the 3<sup>rd</sup> child and each child after that from the same family. **The discount will be 25%** for the third child only.

#### **PART TIME - NURSERY**

Early Years (up to the age of 4)	
1 Session	Funded – Free
Deposit To secure your free space, where Quran and Arabic provision is not taken up.	£100 - Refundable when joined

#### **FULL TIME - EARLY YEARS AND PRIMARY SCHOOL**

<b>ONE OFF ADMISSION FEE</b> Fee upon admission to the school. (Non refundable).	<b>£200</b>
<b>SCHOOL FEES :</b>	
Nursery	
1 <sup>st</sup> session free (3-4 year old funding) 2 <sup>nd</sup> session - see payment options below Anything in excess of the 15 hours free funded space is an additional <b>£22</b> per session	<b>£4300</b> inclusive of £300 Annual admin fee*

Reception to Year 6	
School payable in advance - see payment options below	<b>£4300</b> inclusive of £300 admin fee*
SEN provision per academic year (if applicable)* <sup>1</sup> For children who require school action plus or early years action or early years action plus (SEN). And any additional costs related to meeting the needs of the child.	£500+
<b>3<sup>rd</sup> Child and each child after that</b>	<b>25% off</b>

\*<sup>1</sup> Does not include costs for additional support staff.

### 3.0 FEE PAYMENT OPTIONS

Parents have 3 options for the payment of Fees as stated below (excludes the One-off Admission Fee). Parents are requested to make a note of the due dates as we operate a strict pay on time policy.

OPTION 1 (FULL)	OPTION 2 (TERMLY)	OPTION 3 (MONTHLY)
<b>£4,300</b>	<b>3 payments X £1,450</b>	<b>10 payments X £445</b>
<b>TOTAL ANNUAL FEE: £4,300</b>	<b>TOTAL ANNUAL FEE: £4,350</b>	<b>TOTAL ANNUAL FEE: £4,450</b>
Due date: 15th March	Due date: 15th (MARCH/SEPT/DEC)	Due date: 15th (MARCH-DEC)

#### The above fees include:

- *Special PE provision*

#### The above fees do not include

- *Lunch*
- *Annual residential (Y4-6)*
- *Termly trips*
- *School clubs*
- *Uniform and book bags*

*\*Please see Other charges below*

#### Special circumstances

If parents have any special circumstances they can contact the Finance officer and discuss them prior to the due date. You may be invited to a meeting to discuss the matter further.

### 4.0 PAYMENT TERMS AND CONDITIONS

All payments should be made by bank transfer, by clearly stating your child(s) name clearly as a reference to;

**Account Name: Apex Trust      Bank: HSBC      Account no: 91592920      Sort Code: 40-09-06**

- Payments must reach the school account by the due date.

- Parents are responsible for ensuring fees are paid on time, regardless of their child's attendance at school.
- Parents **MUST** notify the school immediately by email once Fees have been transferred. If you are unable to transfer fee payments please contact the school immediately.
- Fees are due on the dates set out above.

## 5.0 LATE PAYMENTS

- If there are repeated occasions of late payments of fees, then we may withdraw the options of paying in instalments and request for full fees to be paid in advance.
- If fees are not cleared by the 4<sup>th</sup> week, then the student will be removed from the school roll and their place will be offered to those children on the school waiting list.
- Parents of the student removed from the school roll wishing to re-enrol will be required to re-apply and pay the school fees, with the one off Admission fee
- A place may or may not be offered depending on whether the place has been filled and whether payment has cleared in time.
- The school can reserve the right to remove a child if outstanding payments are not cleared.
- Failure to contact the school prior to the due date or for persistent default in payments, may compromise your child's place at the school.

## 6.0 NOTICE TO LEAVE THE SCHOOL

- Parents must give a **FULL terms notice in writing** to the Head Teacher for withdrawing a student from the School.
- Parents must give a full term notice in writing to the Head Teacher requesting a change from full time to part time place, (for EYFS only).
- Fees will be due for the whole notice period regardless of whether or not the child attends school. Any payment above this will be refunded.
- Please note the **One-off Intake Fee and admin fee is non-refundable**.
- If your child is leaving at the end of the academic year you need to inform us by the last day of Spring Term (Term 2).

## 7.0 OVERPAYMENTS

- Parents must keep records of ALL payments
- Any overpayments must be claimed at the end of each Academic Year
- Any overpayments will be paid upon submission of a claim with proof of payment

## 8.0 OTHER CHARGES

Book Bags	£5 - purchase from school
School Trips /residential trip	The costs will vary for each trip organised.
Cookery/Special Projects	The contribution will be to cover costs e.g. ingredients for cookery, special materials for Art work etc.
Before & After School Clubs	Parents may be charged to cover costs.

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Resources & Books	Parents may be charged for some resources, textbooks and workbooks that will be used solely by their child on a regular basis, which they will be able to keep after completion.
Damage & replacement cost	Parents will be charged for the full replacement of lost or damaged property on school premises or sent home and any administration charges involved.
Letters / Passport countersigning etc	The cost for a basic letter will be £20, there may be a higher cost for a letter which requires complex information. Passport countersigning will be £25

**Reviewed: January 2023**

**Next Review: January 2024**