



## **FEE POLICY**

### **RECEPTION TO YEAR 11 INCLUSIVE**

#### **INTRODUCTION**

This document sets out the policy of The River School concerning the setting of annual fees, the determining of assisted places, and the pursuing of non-payment of fees.

#### **REGISTRATION & DEPOSIT**

A non-refundable £75 registration fee is required to be paid prior to the commencement of the Taster Days.

Once a place is offered and accepted, a deposit will be required. This will need to be paid a term in advance, or earlier (e.g. by April 1<sup>st</sup> for a September start). Pupils accepted mid-year will be expected to pay the deposit immediately unless a prior agreement has been reached with the Headteacher. The deposit will be returned when the child leaves the school, providing all fees are up to date.

#### **ANNUAL FEES**

Fees for the forthcoming school year will be set by the School Trustees and communicated in writing to all parents during the preceding spring or summer term. These will reflect the real cost of educating each child, based on the budget for the coming year. Fees should be paid by standing order on the 1<sup>st</sup> of each month for 12 months of the year, the first payment being due on the 1<sup>st</sup> September. Fees can also be paid termly or annually in advance. Any other proposed method of payment must be agreed in writing with the Headteacher well in advance of the beginning of the academic year. All matters concerning School Fees must be settled before the pupil begins to attend school.

#### **FEES ASSISTANCE**

Assistance may be available to parents who feel they are unable to pay full fees for the academic year. In this case an *Assisted Fee Application Form* must be completed. We regret that we cannot consider any requests for assistance with fees without this form being fully completed, along with the accompanying evidence. Completed forms must be returned to the school in a sealed envelope marked "FAO Financial Administrator".

All requests for assistance will be dealt with by the School Fees Sub-Committee. All information provided on the forms will be dealt with in absolute confidence. Where proposed fees seem acceptable to the School Fees Sub-Committee, parents will be notified of this as soon as possible and asked to confirm that a standing order has been set up. This sub-committee may request a meeting with parents to discuss the proposed amount before making its decision.

Our experience is that agreement can usually be reached at this meeting; but if this is not possible, the final decision shall lay with the Trustees.

It is unlikely that The River School would make an agreement to cover 100% of the fees and there would be an expectation that Parents/Carers would make a percentage contribution towards the fees.

The River School will annually review all Assisted Fee agreements with the expectation that if Parents/Carers financial circumstances have changed or improved then The River School reserves the right to reconsider the Assisted Fee Agreement, and it may be reduced or removed altogether.

The School reserves the right to review an Assisted Fee Agreement at any time should relevant information come to light that would affect the agreement in place.

If an Assisted Fee Agreement is made then the details of this agreement must be kept confidentially by both/all parties. The school reserves the right to terminate the agreement if this confidentiality is breached.

The school will retain all financial information relating to Assisted Fee applications and agreements until the pupil has left the school. Where an application is unsuccessful the financial information will be returned to the applicants.

## **NON-PAYMENT OF SCHOOL FEES**

We recognise that occasionally families may get into financial difficulties, perhaps because of changing circumstances. Where this happens, parents should immediately contact the Financial Administrator or Headteacher to outline the problem. We are always ready to talk.

If fees have not been paid in any particular month, and no contact has been made as outlined above, a standard letter will be sent to parents by the Financial Administrator within two weeks of the due date requesting that the oversight receive immediate attention. Where no reply is received, or no action is taken within seven working days of that letter, a further letter will be sent drawing the matter once again to the parents' attention. If there is still no response, or adequate explanation within 10 working days, the parents will be asked to attend a meeting with a member of the School Fees Sub-Committee.

If, at the end of this process no action has been taken to ensure payment of all missing fees, or an adequate explanation received on defaulted or shortfall payments, the School reserves the right to ask the parents to remove their child or children from the school.

*A 4% interest will be charged on all overdue payments when a child leaves the School.*

## **WITHDRAWAL OF PUPILS**

A term's notice must be given in writing to the Headteacher before the removal of any pupil. This table indicates the notice period and fee expectation.

| <b>Date when notice handed in:</b>                  | <b>Fees paid up until the end of:</b> |
|---|---------------------------------------|
| 1 <sup>st</sup> September-31 <sup>st</sup> December | April                                 |
| 1 <sup>st</sup> January-31 <sup>st</sup> March      | August                                |
| 1 <sup>st</sup> April-31 <sup>st</sup> August       | December                              |

## **ONGOING FINANCIAL SUPPORT**

All parents are asked prayerfully to consider continuing to support the School financially in some way after their children have left, as an expression of their gratitude to God.

## **CONTACTS**

For all financial queries, please contact the Financial Administrator.

Tel. 01905 457047

Email: [finance@riverschool.co.uk](mailto:finance@riverschool.co.uk)