

# Newbold School Fees Policy

*Reviewed by J Crissey (Headteacher) & G Barham (School Bursar) October, 2020  
To be ratified by Newbold School Board of Governors November, 2021*

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 Newbold.

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:**

- An initial one-off, non-refundable registration fee of £25 for each child is required for pupils from Years 1-6.
- 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 school from Years 1-6) 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 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 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.

## **F1 Enrolment (Nursery)**

- Days and times of nursery sessions must be agreed a week before the start of term, at the latest. The agreed days and sessions are fixed per half term but can be changed at the start of each half term.
- We will charge a holding deposit of £50, which will be deducted from the child's fees when they take up their place at Newbold School. The deposit is not returnable if parents change their mind.

- The school prioritises nursery applicants for those who wish their children to remain at the school after nursery (e.g. if older siblings are already enrolled) and those who, at the very least, will be registered for the minimum government funded hours (currently 15 hours) or 30 free hours, if both parents are working more than 16 hours per week. However, Government funding is now only eligible to F1 children and it is no longer the child's 5th birthday that determines when government funding stops but rather when the child begins their statutory education - i.e upon entry to F2; thereafter the child is no longer eligible.
- Parents must give a term's notice to Newbold School if they decide to move to another nursery. Bracknell Forest Borough Council will not transfer funding to the new provider for at least 6 weeks after notice has been given. We will send the child's exit information to BFBC after notice has been given to us.
- **General Payment of Fees**
- School fees must be paid in advance of the school term or on a payment plan as agreed with the bursar of the school.
- The payment plan accommodates the spread of the term's fees over a **three-month** period with the understanding that fees should be cleared on a term-by-term basis.
- The school reserves the right to refuse a nursery place (including for government-funded hours) to families who are in debt to the school.

### **Payment Default Procedures**

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

- **First default:** the bursar will send a letter to the parent/guardian 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/guardian will be invited to the school to meet with the bursar and another governor from Newbold School Board. Any financial complications that the parent/guardian may be facing will be discussed. Setting up an agreed payment plan that is manageable for the family will be considered, if appropriate. Parents/guardians will be advised of their legal liability to meet their financial obligations to the school.
- **Third default** the following steps will be taken
  1. The school will pursue legal action

2. The pupil will be taken off the school's enrolment register (if still enrolled at the school) and parents will need to find another school.
3. After parents/carers have removed their child/been asked to remove their child from the School, Newbold 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/carers closely in order to try to prevent this action being taken. Parents/carers should be made aware that any transferable legal costs would be added to their debt, along with any interest applicable, as decided by the debt collectors.

### **Outstanding Fees in Year 6**

If any fees remain outstanding at the end of Autumn Term for Year 6 pupils' accounts, the following will apply:

- The school will inform the parents not to return their child to the school until the balance of the account is settled in full.
- Children in Year 6 whose accounts are not cleared will not be permitted to sit their SATS or any other government certified examinations at Newbold Primary School until the account has been cleared.

### **Church Discount**

#### **The following applies:**

If a child is entitled to any form of Seventh-day Adventist Church discount, it is the Parent's/Guardian'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.

The bursar will charge a full term's fees to the child's account and will only credit the discount once this has been noted as received by the school.

#### **Newbold Seventh-day Adventist Pupils:**

Students entitled to Newbold Seventh-day Adventist church discount will have to be enrolled on the first day of the calendar year in order to be eligible for discount

The church sets its budget for the full calendar year at this date and the bursar will calculate the discount attributable for each term and each student based on the number of eligible students at that time.

Any eligible Newbold Church students that enrol after the 1<sup>st</sup> January of any year will not be entitled to any discount until the following 1<sup>st</sup> January. This allows for

consistency of discount applied in each calendar year and for parents/carers to manage their budgets accordingly.