

Charging and Remission

This policy also applies to EYFS pupils and children in our Nursery Provision

Introduction

The aim of this policy is to outline the procedures for charges made by the Bedford Greenacre Independent School to pupils for supplies or services. The Business Manager is responsible for reviewing the contents of this policy on a bi-annual basis. The policy will be made available to all staff carrying out the functions detailed in this policy.

School Fees

School fees are reviewed annually during the Summer Term by the Governors and communicated with parents as soon as possible. Where government nursery funding is available the discounted weekly rate is not applicable (this applies to our Nursery provision).

Additional Support charges

If pupils require significant additional individual LSA/TA support the school will advise parents of the cost implications and these will be charged termly.

Parents of pupils requiring 1-1 special tuition will be charged in addition to normal school fees. The school will seek to identify where support and cost can be shared between pupils in the same year group.

All support offered to individual pupils will be reviewed annually.

The school will not charge parents where pupils will benefit from intervention group work. For assessment purposes the school will finance any support needed for national examinations such as GCSE and A level.

Speech and Drama lessons

Speech and drama lessons can be paid for termly as per the fee sheet. One terms notice must be given to the Business Manager if your child wishes to stop these lessons.

School Meals

School meals, where taken, are charged according to the published rates. These rates are reviewed annually. Half a terms notice is required to change meal arrangements.

Study Leave

Although pupils will be allowed to take study leave leading up to their exams there is no reduction in fees during this time. Fees may be invoiced termly but the fee is an annual charge from September to the end of the school year in July and payment of the full amount is expected with no exceptions.

The annual fees are averaged throughout the year which is why we charge equal amounts for each term.

Sibling Discounts

A discount of 10% will be applied to tuition fees for any sibling of an existing pupil (the eldest child will not receive a discount)

Paying fees for 1 or more years in advance

If tuition fees are paid 1 full year in advance, a discount of 2.5% will be applied.

If tuition fees are paid 2 or more years in advance. A discount of 3.5% will be applied. In all cases

fees must be paid in full on or before the first day on the Winter Term.

School Visits

Pupils will be asked to pay the cost of any curriculum related visit. The cost will be restricted to the cost of transport, accommodation, insurance, contingencies and incidental expenses, equipment, fees and staffing costs.

The cost of visits is met by school funds when pupils are selected to represent the school in sports or other activities.

The school will meet 20% of the cost of residential visits for pupils who are in receipt of free school meals, unless a remission already applies.

If a pupil receives sanctions for behaviour and it is deemed inappropriate for the pupil to attend a trip the parent will be notified. In the case that payment has already been made a refund or part refund of the cost may be made if the trip has not already been paid for and a cancellation is not allowed. In this event no refund will be made.

The Principal/Senior Leadership team will exclude a pupil from an overnight residential if the pupil is externally excluded from school as a sanction due to illegal sexualised behaviour (child on child abuse) – either physical or online. Other serious incidents which may put other pupils in danger or in a vulnerable position may also lead to the same outcome. Please see our exclusion policy.

In the event of outstanding school fees (from previous terms) the school's policy is not to allow the pupil/s to attend residential trips until these fees are paid in full. The school will still allow additional Special Tuition lessons to continue in this event.

Instrumental Tuition Fees

Peripatetic music teachers are employed privately to provide instrumental tuition. Fees are invoiced and collected by the individual music teacher. Outstanding school fees will not affect peripatetic lessons as this is confidential information.

Revision Guides

Science, Maths and English revision guides are sold through the school at minimal cost. These guides are recommended to pupils but purchase is optional.

Photocopying

Any personal photocopying done by staff or pupils will be charged at cost.

Lost or Damaged Property

Pupils are expected to pay the cost of the replacement of any books (i.e. library books, text books they lose or damage).

If a pupil has caused physical damage to the school (i.e. broken a window) as a result of misbehaviour the Principal/Head of School has the discretion to ask the pupil's parents for a contribution toward the cost of repairing the damage.

Payment Methods

The preferred method of payment is via Direct Debit. This can be set up monthly, termly or annually with the school following the first term which has to be paid in full. Each term must be paid before the end of the relevant term.

The school uses Wisepay which is an online payment system that you will have access to via a pc, tablet or phone app for which you can pay for trips and events etc

Cheques/cash will not be accepted by the school.

