

## School Fees Policy 2017/18

This document contains set school fee agreement between the School and the parents/guardians of the child enrolled at Tarbiyyah Primary school.

It is important that you read and understand the information within this document as it forms the school's 'School Fee Policy' and requires your acceptance by signing, dating and returning the agreement.

### WHAT ARE THE FEES?

The school fee is set by the school Governing Body before the next academic year. Fees are increased as required due to any increases in costs.

Next academic year, the fees have had to increase so that we are able to sustain the school and ensure we can provide competitive wages to our teachers and better resources around the school. Sibling discounts are outlined in the calculations section of this policy.

**The fee for the 2016/2017 academic year for the Early Years Foundation Stage and the Primary School will be as follows:**

**Part Time Nursery – 15 hours free**

**Full Time Reception - £2,800 per annum per child.\***

\*The full time reception fees are £5,225 before the 15 hours free local authority funding is deducted due to additional resource and teaching costs for this stage.

### WHAT DOES THE FEES INCLUDE?

The use of school books (other than Arabic) and equipment is also included. Other costs, for example, school educational trips are charged for separately during the course of the year.

### FEE PAYMENT DATES

**Initial Fee:** A one off administration fee of £75 is required from all parents/guardians when accepting a place for their child(ren).

1. **Annual Fee Payment:** Due date is Tuesday 15<sup>th</sup> August 2017 before the new academic year. Annual Fee can also be paid by one of two options in order to reduce the financial burden on families.

2. **Termly Fee Payment:** A term's fees in advance on or before Tuesday 15<sup>th</sup> August 2017, followed by 2 termly payments on or before Thursday 7<sup>th</sup> December 2017 and Wednesday 7<sup>th</sup> March 2018.

3. **Eight monthly instalments:** A term's fees in advance on or before September 15<sup>th</sup> 2017, followed by 7 monthly payments on the 15<sup>th</sup> of every month thereafter, the last payment

being due on Monday 16<sup>th</sup> April 2017. A direct debit must be set up for this method of payment.

## EARLY YEARS FOUNDATION STAGE FEES

**Please read carefully as this applies to all under 5s.**

Please note that only sibling discounts are applied to EYFS pupils who have siblings in another part of the school.

In the Early Years, your child under the age of 5 is entitled to 15 hours of funding from the Free Education Grant by the local authority.

## SCHOOL FEES CALCULATION

### Individual Child Fee Calculations:

	Child 1	Child 2	Child 3
Annual	£2,800	£2,660	£2,660
Termly	£933.34 x 3	£886.67 x 3	£886.67 x 3
Monthly	£280 x 10	£266 x 10	£266 x 10

### Sibling Group Fees Calculations:

	2 Children <b>(5% Discount applied)</b>	3 Children <b>(5% Discount applied)</b>
Full Annual Fee	£5,460	£8,120
Termly Fee	£1,820 x 3	£2,706.67 x 3
Ten Monthly Fee	£546 x 10	£812 x 10

## HOW TO PAY FEES?

Parents/ Guardians can pay the school fee by standing-order through bank/building society over 8 months starting on 15<sup>th</sup> September 2017 and concluding with the final payment before 15<sup>th</sup> April 2018, using the following details:

Account Payee: Heathrow Community Initiative  
Name: HSBC  
Account Number: 62664496  
Sort Code: 40-25-02

NOTE: Sufficient notice period of 5 working days must be given to your bank/building society prior to due date of first payment to ensure no payments are missed. Payment of your child(rens) school fees is your obligation under this school fee policy and confirmed by agreement of contract on pages 3 - 5.

**Please reference standing orders and bank transfers with your child's name.**

### **PAYING FEES BY DIRECT DEBIT**

This is the most convenient method of paying your fees quickly and on time. Please send an email to: [finance@tarbiyyah.co.uk](mailto:finance@tarbiyyah.co.uk) with:

1. Your full name
2. Your child's name
3. A brief message indicating you are interested in paying by direct debit.

You will then receive an email containing an online link to sign up to the process.

### **LATE FEES PAYMENT POLICY**

If the school fees are not paid by the specified dates above, late fee letters will be issued. If fees are still not cleared by the 3<sup>rd</sup> and final letter, this will result in your child being removed from the school register.

To re-instate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

**To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.**

### **DIFFICULTIES IN PAYING SCHOOL FEES**

If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss with the School Administration / Facilities Manager prior to the due date, so that we may be able to offer assistance and/or support.

Please note that this policy forms part of the Schools Fee Policy and affects your child's place at TARBIYYAH.

### **REMOVING CHILD/CHILDREN FROM SCHOOL**

Parents must complete a 'Pupil Removal Form' if they wish to remove their child(ren) from the school as in accordance to condition (l) on page 4 of the Terms and Conditions. These forms can be obtained from the school office. This is a requirement by the school and in the absence of this notice the child's details may be passed onto the local education authority to pursue with the parents directly.

Also note that the parent/guardian will be liable to pay school fees for the duration of the notice period or until the end of that term whichever is greater.

## TERMS AND CONDITIONS OF AGREEMENT

(a) All the costs incurred in the usual course of the education by the School of your child, including the provision of most educational materials and as outlined in the School Fees Policy, shall be met by the fees unless otherwise notified by the School.

(b) Any extra-curricular activities such as, trips and visits in which you agree in advance your child may participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, any additional charges incurred by the School in providing for the special educational needs of your child shall be charged as supplemental to the fees.

(c) Each person who has signed the School Fees Contract Form is liable for the whole of the fees due and any supplemental charges due, unless the School has expressly agreed in writing with the persons who have signed the form to look exclusively to any other person for payment of the fees or any part of them.

(d) Where two parents have signed the School Fees Contract Form, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

(e) Each term's fees accrue separately and the fees payable in respect of each term fall due on the date specified above of that term and those persons who signed the School Fees Contract Form (or such other person(s) the School have agreed that they shall pay the fees under paragraph (c) above).

The fees must be paid in full either by Direct Debit, cheque, cash, standing order or direct bank transfer by the specified day of the term.

(f) All supplemental charges must be paid in full either by cheque, cash or direct bank transfer by the first day of the then forthcoming term.

(g) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to the payment of supplemental charges. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(h) The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

(i) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

(j) All those who do not pay the school fees by the specified dates above will be given 7 days' notice and the child removed from the school register, and not allowed back in. To re-instate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.

If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss with the School Business Manager prior to the due date.

(l) The Parent/Guardian hereby agree that the school place for their child(ren) is offered and accepted on a contract period of no less than the full academic year. Any parent/guardian that may wish to withdraw their child(ren) must give notice in writing no less than 12 weeks or up to the end of the current term and remain liable for fees accordingly.

(m) The school is obligated to recover all outstanding school fees and any additional costs may be passed on to the school fee-payer obligated under the School Fees Contract. Failure to pay upon request will mean that your details will be passed onto our contracted money collection services.

### IMPORTANT INFORMATION

For any queries regarding payment of fees please contact the Facilities Manager, Abu Taimiyyah, on 020 3719 8697 or send an email to: [fm@tarbiyyah.co.uk](mailto:fm@tarbiyyah.co.uk)

*Kindly Complete, sign and return the contract form of this policy and keep the remainder of this policy as reference.*

***O' you who believe! Fulfil (your) contracts [5:1]***

### SCHOOL FEE CONTRACT FORM

**Please return this form completed and signed to the school. Kindly envelope and mark for attention of School Administrator.**

Full Name of child(ren)	Class in 2017 - 2018

*I/we have read and understood the terms and conditions, above, of the School Fees Policy herein and accept my obligation towards the school in relation to the school fees. I understand that this is a contractual obligation and as such I confirm my agreement of the above terms and conditions. I further understand that the school will carry out its obligations and will if necessary pursue any unpaid fees accordingly.*

Sign: \_\_\_\_\_ (Parent/Guardian)

Sign: \_\_\_\_\_ (Parent/Guardian)

Date: \_\_\_\_\_