

## School Fees Policy 2018/19

This document contains the 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 2018/2019 academic year for the Early Years Foundation Stage and the Primary School will be as follows:**

**Part Time Nursery – 15 hours free**

**Full Time Nursery and Reception - £3,000 per annum per child.\***

\*The remaining hours after the free 15 hours are charged at £4.65 per hour for full time nursery and reception.

### FEE PAYMENT DATES

- **Initial Fee:** An initial fee of £50 is required from all new parents/guardians when accepting a place for their child(ren). This is used for non-re-useable resources that are required for hygiene, health and safety purposes.

1. **Annual Fee Payment:** Due date is before the new academic year begins.
2. **Termly Fee Payment:** A term's fees in advance on or before the start of each term in September 18 (autumn), December 18 (spring), and April 19 (summer)
3. **Ten monthly instalments:** A term's fees in advance starting in July 18, followed by 9 monthly payments on the 1<sup>st</sup> of every month thereafter, the last payment being due on Monday 1<sup>st</sup> April 2019. A direct debit must be set up for this method of payment.

### SCHOOL FEES CALCULATION

**Individual Child Fee Calculations:**

	Child 1	Child 2 (5% discount)
Annual	£3,000	£2,850

Termly	£1,000 x 3	£950 x 3
Monthly	£300 x 10	£285 x 10

### HOW TO PAY FEES?

Parents/ Guardians can pay the school fee by standing-order through bank/building society over 10 months starting on 1<sup>st</sup> July 2018 and concluding with the final payment on the 1<sup>st</sup> April 2019, 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 "FEES:child's full 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, weekly for three consecutive weeks. If fees are still not cleared 1 week after the final letter has been issued, 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 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 TPS.

## **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 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 020 3719 8697 or send an email to: [schooloffice@tarbiyyah.co.uk](mailto:schooloffice@tarbiyyah.co.uk)

***O' you who believe! Fulfil (your) contracts***

***[Qur'an 5:1]***