

The Park School

Payment of Fees Policy, Terms & Conditions

The Governors of The Park School set the school fees for each academic year and do so within the parameters of the cost of living index.

Please see Appendix One below for The Park School fees for the current year.

Payment of Fees:

- Payment of fees can be met in a number of different ways provided there is prior agreement with the Head and the Bursar.
- Fees should be paid on or before the first day of the school term. If this proves difficult, alternative arrangements can be made.
- If accounts are settled NO LATER THAN the 1st day of term, you are entitled to a 1% deduction from the tuition fees (excluding lunches). This does not include any retrospective disbursements, or other balances carried forward, including extra lessons.
- Parents may arrange to pay fees by regular Standing Order. Details of dates when this system operates are available from the Bursar, who will provide the necessary forms. An administration fee of £25.00 will be charged.
- If fees are paid late, the School reserves the right to charge an administration fee at the rate of 2% for the first month and 5% for every month thereafter.
- Failure to settle the account within 30 days of the commencement of the new term may result in legal action being taken to recover the whole amount.
- Should a parent or guardian fail to pay the fees the Governors reserve the right to refuse the return of a pupil to the school.

Cheques and other methods of payment:

- Cheques or cash are the most accepted method of payment. Cheques should be made payable to “The Park School”. Multiple invoices for siblings may be paid on one cheque.
- Alternative methods of payment include;
 - Annual standing order
 - Online banking with access via parents own bank
 - Credit or debit card – with applicable fees
 - Vouchers e.g. Sodexo or Computershare etc

Early Years

A portion of the fees for children aged between 3 and 4 years old (this applies from the term commencing after their 3rd birthday until they reach compulsory school age) is funded by Early Years (usually 15 hours per week for up to 38 weeks a year – conditions apply). This funding may not necessarily cover the whole cost of the fees as children may attend more sessions than 15 hours per week. If a child spends more than 15 hours a week at the school, the top up portion is not set by the local council. The hourly rate set by the Governors is not dictated by the Council. This can be paid either by cash, cheque, bacs, or acceptable and recognised vouchers.

Scholarships and Bursaries

Scholarships exams covering vocational and academic studies are offered each year, and the nominations are made at the discretion of the Head.

Bursaries are available to full time members of the clergy and the armed forces. Means tested bursaries may also be applied for and are assessed on an individual basis.

Discounts

Discounts may be awarded if certain criteria are met.

- A 10% sibling discount is awarded for the attendance of a younger brother or sister. This only applies whilst the sibling is at the school and no longer applies when the older student leaves the school.
- Staff discounts, and ex-pupil discounts may also be considered at the discretion of the Head.

Cost of School Trips and Activities:

The costs of school trips, certain activities and travel will usually be requested prior to the event. However it may be added to the school bill in the case of boarders, provided parental permission has been given in writing, also prior to the event. Payment must be made direct to the Bursar's office, it should not go through the class tutor.

Payment of extra lessons such as music, are by arrangement directly between peripatetic teacher and parent. These are not included in the school payment system.

Pocket Money:

Pocket money is held at the Bursar's office at the discretion of parents. Payment of pocket money will be made once a week on Friday's at the end of the school day.

Failure to abide by the above procedures may result in legal action being taken.

The Bursar will be pleased to discuss individual matters with any parent/ guardian.

Appendix One

Entry Fees:

For UK Students:

£107 Entry Fee per Pupil – Non Refundable.

£107 Book Deposit. Yrs 7 – 13. Refundable on return of all books.

For Overseas Students:

£268 Entry Fee per Pupil – Non Refundable

£375 Deposit – Refundable upon leaving with appropriate notice given where necessary.

£107 Book Deposit. Yrs 7 – 13. Refundable on return of all books.

Termly Fees:

The table below shows the school fees for 2011-2012, on a per term basis. The fees cover all tuition costs, including books & stationery.

School Year	Age	Day Pupil Tuition	Day Pupil Lunch	Day Pupil Total	Weekly Board	Full Board
Kindergarten (Mornings only)	3-4	£774.00	£198.00	£972.00	N/A	N/A
Kindergarten/Reception (Full-Time)	4-5	£1552.00	£198.00	£1750.00	N/A	N/A
Years 1 – 2	6-7	£1760.00	£220.00	£1980.00	N/A	N/A
Years 3 – 6	8-11	£2270.00	£220.00	£2490.00	£5620.00	£5860.00
Years 7 – 13	11-18	£2810.00	£220.00	£3030.00	£5990.00	£6260.00

Notes:

A 10% reduction for second and subsequent children in full time kindergarten and above applies on tuition fees only.

For pupils from overseas, the following charges apply in addition to the above tuition and boarding fees:-

- Taxi to and from Heathrow Airport - £165.00 each way
- Administration Charge - £225.00 (including insurance)
- Guardian Fees - £30.00 per night