

## **Fees Policy**

### Aims

Nant-y-Cwm School aims to make Steiner Waldorf Education available to pupils from as wide a range of economic and social backgrounds as possible, within the prevailing circumstances. However a reasonable and healthy income is essential to fulfil our broad educational task. We therefore expect parents to see their financial contributions to the school as top priority.

Nant-y-Cwm School relies wholly on its income from tuition charges and the following arrangements are in place:

### **Basic tuition charges**

These are payable by options below:

1. **Yearly** Payment, in advance, by the end of the first full week of the academic year by **bank transfer**.
2. **Termly** payments, in advance, by the end of the first full week of each term by **bank transfer**
3. 12 **monthly** payments due before the 7<sup>th</sup> day of the calendar month by **standing order**.

Payment by cash or cheque will only be accepted by prior written arrangement. Please arrange a meeting with Finance.

### **Details of tuition charges**

- Tuition charges are baseline charges and currently set at a minimal level. Parents are strongly encouraged to consider a further donation.
- The charges cover tuition, text books, stationary, photocopies, arts, crafts and handwork materials, premises and general running costs.
- Tuition beyond the standard provision will be charged where a pupil has been identified as needing additional support upon admission into the school.
- School trips and outings may incur additional costs such as transport, admission and accommodation.
- Personal sets of blocks, crayons and pencils are charged.

- Some personal items such as pipes, recorders, dictionaries and ink pens will be charged.
- Reparation for damage plays a part in the School's Behaviour Policy: the school reserves the right to bill parents for breakages or damage beyond reasonable wear and tear, particularly if caused by a pupil's negligence, vandalism or indiscipline.
- Tuition charges are not refunded in the event of absence of any kind, including closure of the school due to unforeseen circumstances, or periods of time when the family are absent from the home.

### Notice period

The following notices apply to main school:

Leaving end of <b>Summer Term</b>	<b>1<sup>st</sup> May</b>
Leaving at <b>Autumn Half-Term</b>	<b>1<sup>st</sup> August</b>
Leaving at end of <b>Autumn Term</b>	<b>1<sup>st</sup> October</b>
Leaving at <b>Spring Half-Term</b>	<b>1<sup>st</sup> December</b>
Leaving at end of <b>Spring Term</b>	<b>1<sup>st</sup> February</b>
Leaving at <b>Summer Half-Term</b>	<b>1<sup>st</sup> March</b>
Leaving at end of <b>Summer Term</b>	<b>1<sup>st</sup> May</b>

Full fees will be charged in lieu of notice.

- In the case of the possibility of a pupil leaving, parents or guardians are advised to give provisional notice.
- In very exceptional circumstances and only upon written application to the finance team may the notice period be reduced.
- At least 6 weeks written notice is required when and Kindergarten pupil is to be withdrawn or one half term's fee in lieu of such notice.

### **Finance Meeting**

Where a family's financial circumstance becomes such that they are unable to meet the full tuition charges, the Financial Administrator can offer clarifications and options. Parents are expected to be proactive in approaching the School in the event of any financial difficulty during your child's education with the school. Please feel free to request a finance meeting at any time.

### **Annual Review of Financial Arrangements**

Tuition charges are set by the Finance Team in agreement with the School Governance Team by, or during, the Spring Term for the implementation of the Autumn Term.

### **Default**

- The School wishes to maintain a mutually supportive relationship with parents. If there is a possibility that parents will not be able to make payment or face financial difficulty, they should contact the Financial Administrator immediately, in advance of any default.
- Parents are expected to continue payment regardless of any disagreement, complaint or grievance with the school.
- Where an account is in arrears, further children will not be admitted without a full financial interview.
- Where parents fall a term or more behind in meeting commitments a full financial meeting will be held.
- Where fees are not paid Nant-y-Cwm School Limited reserves the right to apply to the county court and the court fee will be added to the balance of fees owed.

Reviewed June 2017

To be reviewed June 2018