

## Charging and Fees Policy

### **1. Introduction**

Noor ul Islam Primary School is a private educational establishment where fees are required to cover most of the basic costs of education. However, costs for extracurricular activities are not covered.

### **Definition**

For the purposes of the school fees there are three terms in a year, Autumn (September-December), Spring (January- April) and Summer (May-July)

### **2. Registration Fee**

A £500 registration fee is required when an offered place is accepted by parents. This registration fee secures the place for the child. This fee is non-refundable.

### **3. School fees**

3.1 School fees must be paid on time. The school fees can be paid in a lump sum or in 4 equal instalments payable one term in advance.

3.2 The initial payment for school fees must be made by the June prior to the start of the new academic year. The remaining amounts should be paid in September, January and April. The exact dates will be communicated to parents via email throughout the year.

3.3 Non-payment of school fees by the deadline will result in the place on offer being temporarily withdrawn until such time that fees have been paid.

### **4. Other costs**

4.1 As part of the school curriculum, trips or visits are organised for the children, the school asks parents to pay for the cost of the trip. The cost for each child in the class will be payable whether the child attends the trip or not as the cost is shared out equally amongst the whole class.

4.2 The school will endeavour to ensure the costs of the school trips are manageable for parents by ensuring cost saving measures are taken. This will include where possible arranging travel by public transport, identifying free events/visits etc. Please note however all arrangements will be risk assessed and pupil safety will always take paramount importance.

4.3 Parents may be asked to contribute if school items are lost or damaged. Children are presented with a reading bag when they first start at the school. If this is lost a replacement bag will be available at a cost.

4.4 Damaged or lost reading books will also have to be paid for at a flat rate of £5 per book.

## 5. Leaving school mid-year

### 5.1 For those who have paid school fees in full

For any pupil leaving before the end of the academic year refunds or monies due are calculated based on the number of whole terms not attended. Refunds will only be given provided sufficient notice of at least 30 school days has been given. Failure to give sufficient notice will result in no fees being refunded. The fees due/expected will be the total school fees (currently £3,200 and £4200 in Reception class) minus £1,000 for every full term that will be missed. Therefore, the total fees for a pupil leaving at the end of the second term will be £2,200 due and £1,000 refunded.

**For those who paid in full at the beginning of the year refunds will be calculated as follows provided 30 school days' notice has been given:**

	<b>Amount refunded</b>
If a child leaves in the 1 <sup>st</sup> term	£2,000
If a child leaves in the 2 <sup>nd</sup> term	£1,000
If a child leaves in the 3 <sup>rd</sup> term	No refund

5.2 Please note for children entitled to the FEEE grant the calculation made will be subject to grant money being allocated and received by the school for the child. Therefore parents may be required to pay the balance of money owed to the school for any grant money not received. This will be calculated on a case by case basis. A full breakdown will be provided to parents explaining the money owed or refunded.

### 5.3 For those paying by instalments

Refunds will only be given provided sufficient notice of 30 school days has been given. Failure to give sufficient notice will result in no fees being refunded.

For those who pay by instalments.

	<b>Amount of school fees paid</b>	<b>Amount of school fees refunded</b>
<b>If a child leaves in the 1<sup>st</sup> term</b>	<b>£1,600</b>	<b>£500</b>
<b>If a child leaves in the 2<sup>nd</sup> term</b>	<b>£2,400</b>	<b>£250</b>
<b>If a child leaves in the 3<sup>rd</sup> term</b>	<b>£3,200</b>	<b>No refund</b>

## 6. Joining school mid-year

For any pupils who joined in the middle of the academic year school fees due will be calculated based on the number of terms that will be attended. Therefore, for a pupil joining in the month of October fees will be calculated pro rata on the number of weeks the child will attend in the 1<sup>st</sup> term + the standard fees for the next two terms that he/she will attend.

## 7. Charges for absences

The school will fine parents who fail to send their child into school during term times. The fine system is designed as a disincentive to parents who decide to take their children out of school. The definition of unauthorised absences is provided in the Attendance and Punctuality policy. Examples of unauthorised absences are;

- Attending a family wedding abroad
- Visiting an elderly relative
- Extending holidays into the beginning of a new term or missing days pre-holiday breaks
- Visiting family that you haven't seen for a long time

For each day missed by parents there will be fine charged of £30 per day per child. This will be payable immediately. The child will not be allowed to attend school until the fine has been paid. The failure to provide a reason or providing a reason will not mitigate the risk of a fine.

Details of the charge payable will be provided via email to parents. Failure to read the email will not mitigate the fine and/or allow the child to attend school.

## 8. Charges for lateness

The school will also charge parents who drop off or collect their children late from school. The charge levied will be £10 per lateness per child. Parents will be allowed up to 3 episodes of lateness in any one half term up to which no charge will be made. On the fourth instance, a £10 charge will be made. This charge will be payable prior to the start of the following term. This charge will be notified to parents via email.

## 9. Unpaid cheques

The school will charge an administration fee of £10 per unpaid cheques (bounced cheques).

## 10. Incorrect referencing

The school will charge £20 for parents who fail to reference their on-line payments correctly. Payments are to be made using the correct format and individually for each child.

### Payment Code Prefix / Class / First Initial and surname of pupil (not parent)

Payment type	Prefix	Example
Fees	FE	FE/REC/Akhan
School Dinners	SD	SD/Y6/ZAli
Trip	TR	TR/Y3/MAhmad
Application to School	AP	AP/Y3/Mali
Registration Fee	RG	RG/Y2/HMajid
After School Club	ASC	ASC/Y2/AMoham
Lost Book	BK	LB/Y3/LPatel
Miscellaneous (none of the above)	MIS	MIS/Y3/MAhmad

