



## **FEES & FINANCE POLICY**

Reviewed by Head Teacher:

Approved by the Head Teacher: October 2022

Date: October 2022

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## Policies & Procedures/Fees & Finance Policy 2021

"You" or "Parent/s" means each person named in boxes B1, B2 and C in the school parent contract

"We" or "the School" means Bristol Steiner School

### 1. Parental commitment to pay the fees

- Parents will be required to sign a financial agreement at the time of their application for a pupil admission. This will clearly state the agreed fees.
- Fees will be invoiced each term and are due for payment the start of each term.
- On agreement with the Finance and Administration Manager fees can be paid monthly by standing order over twelve months.

### 2. Failure to pay fees

- After 30 days non-payment of fees the school will notify the parent and require payment within ten days.
- After 60 days of non-payment the school will, after a final letter is sent and 14 days' notice given, refer the matter to a debt collector.
- In some circumstances, with repeated non-payment, we may restrict your child's time at the school or ask you to leave until the debt is paid – see Behaviour Policy Appendix 4: Exclusion Policy.
- If we have to take your non-payment through the courts, you must pay any other fees that the Bristol Steiner School incurs, we also reserve the right to claim interest on the amount.
- If we ask you to leave the school for non-payment of fees, we will still charge the term's notice.
- The School reserves the right to charge interest on Fees, fees in lieu of notice, or additional charges which are overdue. Interest will be charged at the rate of 8% per annum on any debt.
- The school reserves the right to recover any and all costs incurred in collecting overdue/unpaid school fees, this may be, but is not limited to, costs incurred via a third party debt collection agency, internal or external Solicitor or the Courts. You will also be liable for any costs incurred in enforcing a court order as well as any insolvency costs if such action is required.

### 3. Fee Increases

- Each year we review the schools budget and will agree a fair fee increase with the Trustees. We include but are not limited to rising fixed costs, employees pay increases and other major repairs.
- Any increase must be communicated by letter to each family at least six weeks before it comes into effect.
- Fees increases will usually come into effect on the 1st of September each year. We will expect parents to change their standing order to reflect this. We reserve the right to review this during the year based on extraordinary circumstances such as, but not limited to, government policy changes.

### 4. Bursaries

#### Bursary Awards

Annual Review: Bursary awards are made for one year at a time and should not be considered as a long-term solution. Existing bursary holders will be issued with new review letters at the end of January each year, for return by the end of February.

The School Management Team have the discretion to reduce or withdraw an award where a pupil's attendance, progress, attitude, or behaviour have been unsatisfactory. There is also an expectation that parents/guardians will support the school through attendance at school events, fundraising and prompt payment of any fee contribution.

The school's Business Model now allows for any pupils in each of Years 1-5 (the Primary School Years) and Statutory School Age to be able to be in receipt of a Bursary depending on individual circumstances. The Bursary is equivalent to a full term's fee remission a year. If you feel you would like to be considered for a Bursary please discuss this in your first meeting with the Senior Manager with responsibility for Admissions who will put you in touch with the Finance & Admin Manager.

The financial modelling for this offer means that there is no limit to the number of Bursaries available in the school and that the level of fee remission is fixed as one third of the full fee.

Where a bursary grant is made, any deposit paid to the school will be retained by the school at the end of the pupils' schooling.

The bursary scheme is designed to support families who cannot afford to meet the full fees. Bursaries will be considered to support families where there is a sudden change in circumstances or where support will help over a difficult period.

## 5. Giving notice to leave

- If you wish to withdraw your child from the school then you must give one full term's notice in writing by the first day of the term your child is leaving, as follows:

Final date Notice to Leave must be received	Leaving Date
First day of Summer term	End of Summer term i.e. July
First day of Autumn term	End of Autumn term i.e. Christmas
First day of Spring term	End of Spring term i.e. Easter

- If you wish to take your child out of the school for a period longer than three months and wish for us to hold your child's place then you must pay a retainer fee. This will be set at 35% of the full fee. The first three months will be payable at the full fee
- No financial penalty applies when a child is withdrawn in their first 6 weeks (or half term), however written notice is required and a pro-rata contribution is payable up to the date of the notice. Thereafter, a full term's notice is required as above.

## 6. Problems with paying the fees

- If a parent has a problem paying the fees, at first instance they must speak to the Finance and Administration Manager, who will do her best to assist them.

## 7. When your child leaves school

- We require all debts and fees to be fully cleared by the end of the last month in the school year, subject to any agreement for monthly payments to be completed in August.
- Any debts that are ignored will be subject to the 'failure to pay fees' section of this policy.

Related Policies:

Behaviour Policy  
Bursary Policy