



The Christian School (Takeley)

DFE No. 881/6041

Registered Charity No. 1148518

Company Limited by Guarantee No. 8165830

SCHOOL FEES POLICY

As an independent school, fees are our main source of income. We keep these as low as we can without compromising the standards of teaching and administration in the school. Our aim is to make our fee structure such that we can encourage whole families to attend. **Reductions** to our normal tariff can be agreed at the discretion of the trustees on application and are subject to regular review.

Families joining the school commit to helping with basic maintenance tasks and/or cleaning three times a year. This enables us to keep our buildings decorated and maintained without adding to our fees. But more than this, these times of working and sharing time together is a special way of caring for our school and of getting to know each other.

Current fees

Please refer to the table of fees on the Fees page of our website.

Payment of fees

We offer three different payment structures, from which parents choose the option that best suits them.

- **Annually:** The fee for the whole year to be paid by transfer or by cheque into the school account before the first day of the school year.
- **Termly (x3):** The fee for the whole year is divided into three equal parts to be paid by transfer into the school bank account or by cheque before the start of each term.
- **Monthly in advance:** The fee for the year is divided into 12 equal parts and these are paid by standing order on the first day of the month from August through to July.

New pupils

On accepting a place by signing and returning the acceptance form, applicants agree to pay 1/3 of the annual fee if they do not take up their child's place.

Pupils who leave before the end of their Y11

If you wish to remove your child from the school, a minimum of **one complete term's notice is required**. The final term's fees must be paid. The original £500 family deposit will be repaid after any balance payments are made.

Pupils leaving at the end of a term

Leaving date	Notice deadline	Payment method	
During the autumn term	End of the previous summer term	Termly	First term's fees
		12 monthly	Payments up to and including December
During the spring term	End of autumn	Termly	Second term's fees
		12 monthly	Up to and including April

The Christian School (Takeley) Cont...

During the summer term	End of spring term	Any	Total fee for the year
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Other charges

Senior pupils pay for some of their textbooks such as dictionaries and atlases, Modern Foreign Language magazines, GCSE art materials and literature texts.

GCSE and AS level candidates are charged for **all** external examinations.

Where any changes are made to this policy, parents will be informed by letter.

Revised 08/05/2019