



The Christian School (Takeley)
DFE No. 881/6041
Registered Charity No. 1148518
Company Limited by Guarantee No. 8165830

SCHOOL FEES POLICY

1. Introduction

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.

2. Current fees

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

3. 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 direct debit into the school bank account 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 direct debit on the first day of the month from August through to July.

Paying monthly is contingent upon payments being up to date and paid within the first week of the calendar month. If monthly payments are missed you will be required to default to termly payments. If you have difficulty in paying fees you must arrange to discuss this with the trustees **before** missing a payment.

Families are responsible for the prompt payment of fees on the date that they are due, and for ensuring that they have sufficient funds available for payments to be processed where fees are collected via direct debit. In cases of genuine short term financial hardship or an unexpected change of circumstances, arrangements can be made at the discretion of the trustees to spread payments or accommodate a temporary situation if the school is fully informed immediately in writing either via letter or email to trustees@tcstadmin.co.uk. All matters relating to overdue fees are handled by the trustees, not the headteacher or other teaching or administrative staff.

4. New pupils

A deposit of £500 per family is required upon acceptance of a place.

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.

5. 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.

5.1 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
During the summer term	End of spring term	Any	Total fee for the year

6. 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. Trips are not included in fees and will be billed separately.

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

7. Family fee policy

The School offers lower fees for multiple children in the same family in order to maintain the ethos of the school and enable whole families to be part of the school, due to the fact that they will be paying fees for more years than a single child family. Due to our small size, large families have a significant impact on the school and the reduction in fees is dependent upon a family committing to the school for the whole key stage. We ask that families understand the effect upon the school financially and in terms of stability to existing pupils of spending less than a full key stage at the school and upon accepting a place with a family fee reduction commit to the completion of at least a full key stage for all children attending.

8. Non-payment of fees

Where any fee payment becomes overdue, or a direct debit fails to process due to insufficient funds being available the family will be contacted by email in the first instance to inform them. This will be followed up by letter after seven days.

Failed direct debits will incur a £30 administration charge for reprocessing. Letters will incur a £30 administration fee. If payment is not made within two weeks the payment method will default to termly payments and the family's children will be excluded from school until full payment is made or a repayment plan is agreed with the trustees. Fees still apply during any period of exclusion.

If you find yourself in financial difficulty and anticipate you will not be able to pay upcoming fees on time you must arrange to discuss this with the trustees **before** missing a payment. Please see paragraph 3.

Any fees overdue for more than 45 days (where no repayment arrangement has been agreed in writing with the trustees) or outstanding fees or invoices pertaining to child withdrawn from the school without requisite period of notice which remain unpaid for 45 days, will be subject to a Letter

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Before Action (a £30 administration fee will also apply). The Letter Before Action will state the overdue amount, the date by which it must be repaid and the intent to begin legal proceedings through the courts for overdue fees. If the overdue fees are not paid in full within the time period stated within the Letter Before Action then the school will commence proceedings through the courts to reclaim the overdue amount.

Any claims to the court for overdue fees will incur court fees and interest on overdue fees at the rate determined by the court at the date of the claim being submitted and will be added to the outstanding amount being claimed.

It is important to us that families maintain clear and open communication if they have financial difficulties or if there are any concerns pertaining to their child(ren)'s wellbeing. Good relationships are at the heart of our school community and it is always a source of sorrow if these break down.

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

Revised 11th July 2019