



Charging Policy



- Governors are kept informed of pertinent legislation changes and ISI updates through the Finance Committee reports.
- Staff are kept informed of pertinent legislation changes and ISI updates during weekly briefing.

Version Control	
Governor Co-ordination:	Finance Committee
Approved by Governors:	Spring 2016
Review Cycle:	Annual
Next Review Date:	Spring 2017
Last Amended:	Spring 2016
Latest ISI Update Check:	April 2016
See also - <u>Bad Debt Policy</u>	



Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2015) and **Keeping Children Safe in Education** (www.gov.uk 2015)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website



1 Introduction

- 1.1 The Charging Policy covers all charges made by the school to pupils.
- 1.2 The fees detailed are in force from the 1st of September 2016.
- 1.3 The Governors will review the fees again in the spring term for the following academic year. However the Governors reserve the right to amend the fees and other aspects of the charging policy without notice.

2 Fees

2.1 Reception – Y6 inclusive

	Reception	Y1 - Y6
Fees	£ 7,193.00	£ 7,585.00
Lunch	£ 600.00	£ 600.00
Milk (Subsidised)	£ 45.00	£ 45.00
TOTAL FEES per annum	£ 7,838.00	£ 8,230.00
Payment over 10 months	£ 783.80	£ 823.00
Payment 3 Terms (Average)	£ 2,612.67	£ 2,743.33

- All pupils must take school lunch.
- Milk is optional.
- Cancellation of milk must be made in writing to the school Financial Administrator.
- One week's notice must be given.

2.2 Preschool

	3 days	4 days	5 days
Fees	£3,150.00	£3937.00	£4567.00
Lunch	£360.00	£480.00	£600.00
TOTAL FEES per annum*	£3510.00	£4417.00	£5167.00
Payment over 10 months*	£351.00	£441.70	£516.70
Payment 3 Terms (Average)*	£1170.00	£1472.33	£1722.33

*Exact fees will be calculated depending on the number of days per annum that a child is on role to attend; there will be a differing number of day's attendance per term/annum depending on the days of the week that a child attends.

- Pupils may attend Preschool for either:
 - 3 full days
 - 4 full days
 - 5 full days
- All Preschool pupils must take school lunch
- Mid-morning snack and milk is included
- Fees are substantially discounted to reflect the fact that we do not operate the Early Years Grant
- 10% discount is given to children who have older siblings at Runnymede St Edward's School
- We accept childcare vouchers from families who are member of a salary sacrifice scheme at their place of work



3 Payment of School Fees

3.1 All Fees are paid in advance and are to be met by one of the following: -

Standing Order

- **Standing Order** on the **2nd of each month.**
- 10 months from August – May 2nd of the month.
- Termly (3 months) – September, January and April.

Standing Order mandates will normally be issued at the start of July for the forthcoming year.

Please note that it remains the Parents Responsibility to ensure that their Bank processes standing order mandates on the due Dates as detailed on the fee Invoice/ Standing order mandate.

Cheque or Cash

- This method must be agreed with the Financial Administrator.
- Payable as above, 2nd of each month in accordance with the fee invoice.

4 Interest Charges

4.1 **All fee arrears will be dealt with in accordance with the Bad Debt Policy**

5 Withdrawing a Child from School

5.1 One term notice must be given where parents intend to withdraw their child or leave the school before the end of year 6.

*i.e. to withdraw a child at the end of the summer term (July) then notice must be given **prior to the start** of that term.*

*i.e. to withdraw a child at the end of the spring term (March / April) then notice must be given **prior to the start** of that term (January)*

*i.e. to withdraw a child at the end of the autumn term (December) then notice must be given **prior to the start** of that term (September).*

5.2 **In the event that a child is withdrawn part way through a term then fees will be due for the remainder of that term in addition to a further term's fees in lieu of notice.**

5.3 **The school reserves the right to charge a term's tuition fees in lieu of notice where this notice has not been given**

6 Other Charges

6.1 Fee Deposit

- Payable for all pupils at their point of entry into the school.



- Current charge is £500.00.
- All deposits are payable on acceptance of a place at the school.
- The fee deposit is returned at the end of the pupil's final year at Runnymede (generally Y6) or on withdrawal of the child, whichever is earlier.
- The school reserves the right to retain all or a proportion of the deposit should there be any outstanding fees or other charges.

6.2 Registration Fee

This is payable for all new pupils who register with the school, this is non-refundable. [Current charge £50.00].

- 6.3** All other charges which may be requested throughout the year such as; day trips, residential trips, school photographs etc., will be advised nearer the time and are usually paid via the class teacher.

7 Other Charges (Unpaid)

- 7.1** Other charges levied throughout the academic year for day trips, residential trips, visitors to school (theatrical companies, historical visitors etc.) that are part of the curriculum, must be met by parents. Any amount unpaid will be added to the fee account where interest may be added. Alternatively, such amounts may be deducted from the deposit held by the school that is usually refunded to parents as the child leaves the school. No child will be excluded from curriculum related events and therefore full payment for these activities is obligatory.

8 Private Music Lessons

- 8.1** These are available for most instruments. The lessons are conducted by experienced Peripatetic Music Teachers. The teachers are self-employed and therefore the payment for music lessons are made directly to the individual music tutor. Parents who would like additional information about this should contact the Head of Music / School Office.

9 Other information

- 9.1** 10% discount is given for siblings.
- 9.2** Security within the school is reviewed constantly and every effort is made to prevent unwanted intruders to the school premises.
- 9.3** Parents are advised that the school insurance policies do not cover pupils' personal possessions and we recommend that parents include this in their own insurance policies.

B. Slater - Headteacher

January 2016