



## **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 governors on application and are subject to regular review.

Families joining the school commit to helping with basic maintenance tasks and/or cleaning. 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 are a special way of caring for our school and of getting to know each other.

### **Fee Levels**

The fees are reviewed annually at the beginning of September. Siblings will be offered reduced rates.

Fees for external examinations are payable in addition to the school fees. We aim to meet all further additional expenditures from the school budget, but occasionally surplus charges for school outings or activities may apply. Where individual or small group music tuition is arranged, the cost of these lessons will be paid directly by the parents to the tutor.

### **Fee Revisions**

The Governors reserve the right to review fees at any time during the academic year.

Twelve weeks notice (including holidays) must be given before commencement of any fee changes.

### **Fees Payment**

Fees must normally be paid in advance at the beginning of each term. Fees may be paid monthly in advance by special arrangement with the Governors. If monthly payments are made the annual fees will be paid in 12 equal installments. Payments will commence at the beginning of September and will be completed with the payment in the following August.

It is important to note that in the case of a pupil leaving the school in July, the August payment will still be required to complete payment for the full academic year. In the event of pupils leaving during the academic year, parents will be advised of the correct amount outstanding in the month before departure.

At least one term's notice should be given of the intention to remove a pupil from the School. Failure to give adequate notice will incur a term's fees from the date of notice.

**Payment Methods**

Payments made at the beginning of term should be made by cheque or bank transfer, not cash. Payments on a monthly basis must be made in the first two weeks of the month by standing order.

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Immanuel Christian School

Fees Policy – version 1

Adopted at Governors Meeting on 12/10/2012.

Updated – January 2017

Reviewed – January 2022