



THE PIONEERS ACADEMY
SECONDARY SCHOOL
FEES POLICY
2018 - 2019

This document contains the school fee agreement between the School and the parents/guardians of the child enrolled at The Pioneers Academy.

It is important that you read and understand the information within this document as it forms the school's 'School Fee Policy' and requires your acceptance by signing, dating and returning the agreement.

Aims and objectives

The aim of this policy is to ensure a robust, non-discriminatory and fair approach to the method by which we deal with parents who have not paid their child's school fees on time.

The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

School Fees

- Parents or guardians agree to pay the fees applicable to each term directly to the schools nominated bank account.
- A registration fee of £50 is required on application. This is non-refundable
- To complete the application process, an initial payment of £400 is required to confirm your child's place. This payment will go towards the 1st terms fees. This payment is non-refundable.
- Fees for each term are due and payable as cleared funds **before the commencement** of the term to which they relate. For example, a term fees must be paid in September prior to the child starting school.
- School Fees are due at the beginning of each term. **Students will not be admitted until payment is received.**

TERMS AND CONDITIONS OF THE SCHOOL FEES CONTRACT

(a) Any extra-curricular activities such as, trips and visits in which you agree in advance your child may participate may incur an extra charge that is not covered by the school fees.

(b) Each person who has signed the School Fees Contract is liable for the whole of the fees due and any supplemental charges due, unless the School has expressly agreed in writing with the persons who have signed the form to look exclusively to any other person for payment of the fees or any part of them.

(c) Where two parents have signed the School Fees Contract, one of them may withdraw from the contract with the School by submitting a term's notice provided they have obtained the prior written consent of both the School and the remaining parent.

(d) Each term's fees accrue separately and the fees payable in respect of each term are due prior to the term starting by those persons who signed the School Fees Contract. The fees must be paid in full either by Direct Debit, direct bank transfer or ParentMail, by the specified day of the term.

(e) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid. You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(f) The fees will be reviewed from time to time and may be increased by such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees

due for a particular term and in any event shall give you notice of any such increase not later than the final day of the preceding term.

(g) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

(h) All those who do not pay the school fees by the specified dates will be given 7 days' notice after which the child will be removed from the school register, and not allowed back in. To re-instate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.

If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss with the Office Manager prior to the due date.

(i) The Parent/Guardian hereby agree that the school place for their child(ren) is offered and accepted on a contract period of no less than the full academic year. Any parent/ guardian that may wish to withdraw their child(ren) must give notice in writing no less than 12 weeks or up to the end of the current term and remain liable for fees accordingly.

(j) The school is obligated to recover all outstanding school fees and any additional costs may be passed on to the school fee-payer obligated under the School Fees Contract. Failure to pay upon request will mean that your details will be passed onto a money/debt collection service.

School Fees Contract

Please complete and return to the main office.

Annual Fees

Name of child _____

Year _____

- I understand that I have to pay a fee of £50 for registration. This payment is **non-refundable**.
- I understand an initial payment of £400 is required to confirm my child's place. The payment will go towards the first terms fees. This payment is **non-refundable**.
- I understand all fees should be paid **before the commencement of the term** to which they relate. Failure to pay this before the next term start date will result in my child being removed from school register.
- Notice of withdrawal: a full term notice is required if you want to withdraw your child and failure to do so will mean that you are liable for the full term fees.
- Please be aware by signing the applications form you are agreeing to terms and conditions stipulated in the School Fees Policy.

Parent Name: _____

Date: _____

Sign: _____