



## REDSTONE ACADEMY

FOUNDED 2004

### SCHOOL FEES POLICY.

#### Payment.

School fees are payable in advance. Termly payments should be received by the first day of term. Monthly payments are to be received by the first day of each month. Full details on payment methods are included in 'Our Fees Structure' information sheet. The school encourages payment by Standing Order as it greatly reduces administrative costs.

School fees cover the whole program of study in the academic year irrespective of holiday times, examination periods, and any other unforeseen events such as weather, health etc

#### Late payments.

Where payments are not met by the due date, we will issue a notice that payment has not been received. We will allow 14 days for the outstanding fees to be met.

Where fees are delayed beyond this period, a second notice will be issued to allow outstanding fees to be paid or an arrangement made with the bursar to meet the payment terms.

Where fees are delayed beyond one calendar month, we will issue a notice to suspend the student concerned until outstanding fees are paid. This may incur an admin fee. If we do not hear from the fee payer within a further 14 days, we may instruct our solicitors to take further action. The costs associated with this action taken by the school will be passed on to the fee payer plus any admin fees. In addition, the LEA will need to be informed that the child is no longer in attendance at school.

#### Fees in lieu of notice.

Four school weeks written notice is required before the removal of a child from the school, otherwise the four weeks fees are payable. The notice is given via the school '**Withdrawal Form**' which is available from the school admin office on request.

#### TUITION FEE.

The amount for fees will vary for each of the Key Stages. The current fee structure may be found on our 'Fees' section of our school website or a copy may be requested from the school admin office.

#### EXTRAS.

Extras are charged for expeditions and outings, calculators, pens, breakages etc. Expeditions and outings include activities outside of the normal school curriculum that are specific to individuals or groups of children (e.g. class, team, occupation, group visits).

This policy supersedes arrangements made prior to this policy.

September 2016

Review Sept 2017