



## FEES POLICY

### AIMS

- Elmfield School aims to make Steiner Waldorf education available to pupils from as wide a range of economic and social backgrounds as possible, within the prevailing circumstances. However a reasonably healthy income is essential to fulfil our broad educational tasks. We therefore expect parents to see their financial contributions to the School as a top priority.
- **Fee discounts:** The school aims to find ways to make the education at Elmfield available to families from as wide a range of backgrounds as possible. Elmfield has a limited fund for discounted places based on a standardised, evidence-based means test and therefore the School cannot guarantee a discount. A Fee Discount Calculator, Guide to Fee Assistance at Elmfield and Discount Application Form are all available from the school office or the website. The School reserves the right to refuse a discount. Fee discounts are awarded for one academic year only and are reviewed annually to take account of any changes in a family's financial circumstances. It is parents' responsibility to apply to the Bursar if they need to continue such an arrangement. Requests for a new academic year must be within the published deadline, normally by 27<sup>th</sup> April. If no application is made for a discount for the next academic year, the school will charge full fees. Priority will be given to families already in the School, then to new applicants, subject to eligibility. Families are expected to have explored every avenue to increase their income including benefits to which they may be entitled. Families whose income is reduced by a lifestyle choice will not be eligible. For further details visit the 'fees' page of the website.
- The **Eileen Hutchins Bursary Fund** may support one pupil per year. For further details visit the 'fees and application form' page of the website.

Elmfield School relies wholly on its income from tuition charges. The following arrangements are in place:

**Basic Tuition Charges:** These are payable termly in advance by the end of the first full week of term, by termly Standing Order, or by monthly Standing Order spread over four months each term. The School expects payments to be made on or before the 10<sup>th</sup> day of each month.

**Full Charges with additional donation towards development:** Parents are warmly encouraged to make an additional payment as a donation either towards general educational use, or specifically to the Eileen Hutchins Bursary Fund. Such donations can be gift aided.

### DETAILS OF TUITION CHARGES

- Tuition fees listed are baseline charges and currently set at a minimal level. Parents are encouraged to consider a further donation, which may be gift aided.
- The charges cover tuition, stationery, photocopies, art, crafts and handwork materials, text books (which remain school property), standard GCSE examination fees, swimming charges, performances to pupils at school, weekly newsletter and other items. Support and tuition beyond the standard provision will be charged, as will any other exceptional charges such as class trips.

- Some occasional personal items such as food ingredients for cookery lessons, pipes & recorders, maths calculators, play copies, dictionaries, personal atlases, class trips and outings will be charged.
- Fees are invoiced annually. The preferred payment method is by direct transfer or banker's order, which will need to be renewed annually. Invoices are sent out before the beginning of the academic year and fees not covered by monthly or termly direct payments are payable by cheque before the end of the first full week of term. Other payment methods may be agreed by arrangement with the administrator. All charges for each term, including tuition and after school costs, should always be paid in full within that term.
- Reparation for damage plays a part in the School's Behaviour Policy: the School reserves the right to bill parents for breakages or damage beyond reasonable wear and tear, particularly if caused by a pupil's negligence, vandalism or indiscipline.
- Pupils joining the School from Class 4 upwards may require additional tuition in English, foreign languages or Mathematics to enable them to reach an adequate standard. Such extra tuition will need to be privately arranged and funded.
- A non-refundable registration fee is payable when a pupil enters the School (Class 1 or above).
- Tuition charges are not refunded in the event of absence of any kind, including closure of the School due to unforeseen circumstances, or periods of time where the family are absent from home.
- The Upper School may charge a deposit for books issued which will be refunded on return of the complete set of books issued.

#### **NOTICE PERIOD**

- At least one complete term's notice in writing is required when a pupil is to be withdrawn or one full term's fees in lieu of such notice. For example, if a child is to leave at the end of a particular term, notice must be received before the start of that term. If notice is received after that term has begun, a whole term's notice will not have been provided, so fees will be charged for that term and the next whole term.
- In the unusual event of a pupil leaving mid-term, the whole term's fees will be charged
- In cases of the possibility of a pupil leaving, parents or guardians are advised to give provisional notice.

#### **FINANCE MEETING**

- Where a family's financial circumstances are such that they are unable to meet the full tuition charges, the Bursar can offer advice and clarification. Parents are expected to be proactive in approaching the School in the event of any financial difficulty, be it before or during your child's education with the school. Please feel free to request a finance meeting at any time.

#### **ANNUAL REVIEW OF FINANCIAL ARRANGEMENTS**

Tuition charges are set by the Finance Committee on behalf of the Council of Management by or during the Spring Term for implementation at the beginning of the Autumn Term.

#### **DEFAULT**

- The School wishes to maintain a mutually supportive relationship with parents. If there is a possibility that parents may not be able to make a payment or faces financial difficulty, they should contact the Administrator or Bursar immediately, in advance of any likely default.
- Administration charges will be made where payments are late or stop without prior communication with the Bursar, or where more than one reminder is required. The School reserves the right to make this charge without notice.
- Parents are expected to continue payment regardless of any disagreement, complaint or grievance with the School: arrears are always treated as a default.
- Where an account is in arrears, further children will not be admitted from that family.

- Where parents fail to arrange a review of any existing discount or to respond to such a request by the School, the parents will be invoiced full charges for the next term. Only in exceptional circumstances will these charges be negotiable in a subsequent financial interview.
- Where parents fall a term or more behind in meeting their standard or agreed financial commitments, the School will expect payment of the outstanding amount before the child(ren) can return to School for the new term. Alternatively, where a repayment plan is agreed, the School will require the parents to adhere to the plan in order to keep their child / children's place at the school.
- Where there is persistent failure to meet financial commitments and / or to communicate adequately with the School, parents will be asked to withdraw their child(ren) by a date set by the Coordination Group.
- Steps will be taken to recover any outstanding debts, including the use of a commercial debt recovery firm. All legal and other costs will be payable by the parents.

#### **Administration charging for missed or delayed payments**

- The school reserves the right to make an administration charge of £30 for delayed or missed payments after one reminder, verbal or written. This administration charge will be added for each occasion on which a reminder does not result in the required payment being made.
- The school will repeat such charges as necessary.

Policy last reviewed August 2017  
Lesley Taberer, Bursar

Agreed by Finance Committee  
October 2017