



Elmfield Rudolf Steiner School

Fees & Payments Policy

Policy Tracker – Responsibility for monitoring this policy: Simon Birch (Interim School Lead) (Reviewed annually or in response to changes in legislation)			
Date	Reviewed and Updated By:	Role	Date Approved by the Governing Board
01/08/17	Lesley Taberer	Bursar	
Oct 2017	Finance Committee		
04/04/18	Lesley Taberer	Bursar	
17/07/18	Finance Committee		
18/02/19	Lesley Taberer	Bursar	
28/02/19	Finance Committee Members	Finance	19/03/19
15/7/20	Name change update		
10/02/21	Craig Willmott Sue Dawson	Chair Finance Chair Council	
25/03/2021	Sue O'Brien Kay Taylor	Bursar	

AIMS

- Elmfield Rudolf Steiner 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. As an independent school Elmfield receives no Government funding and relies on its income from school fees to pay staff salaries, school running costs and the upkeep of the premises. We are very grateful to the Steiner Trust who own the land and buildings that the school occupies and to whom we are responsible for their maintenance.
- A reasonably healthy income is essential for us to fulfil our broad educational tasks. This is taken into account each year when we set our school fees for the following year. We therefore ask parents to see their financial commitment to the School as a priority.

DETAILS OF TUITION CHARGES – Transition to Class 11

- A non-refundable registration fee is payable when a pupil enters the main school (i.e. into Transition or above).
- Tuition charges are set by the Council of Management during the Spring Term for implementation at the start of the new school year i.e. the beginning of the following Autumn Term.
- School fees will be invoiced every year in August. Any queries concerning invoices should be addressed to the Bursar before term starts in September.
- Parents are expected to honour their financial commitments as detailed in all invoices, without the need for the school to intervene and request payment.

Parents are encouraged to consider a further donation, which may be gift aided.

- Fee invoices may be paid in any of the following ways:
 - Annually in advance - by 10th September
 - Termly - by the 10th day of each term
 - Monthly instalments - by the 10th of each month. Monthly over 12 months from September to August inclusive.

Payment is by direct bank transfer or standing order only. We are no longer able to accept cash payments.

- Charges cover tuition, stationery, photocopies, art, crafts and handwork materials, textbooks (which remain school property), standard GCSE examination fees, performances to pupils at school, school communications.
- Support and tuition beyond the standard provision will be charged for, such as food ingredients for cookery lessons, pipes and recorders, maths calculators, play copies, dictionaries and personal atlases.
- Class trips and outings will also be charged for separately via Parentmail.

- 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.
- 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.
- Parents are expected to continue payment regardless of any disagreement, complaint, or grievance with the School.
- It is the fee payer's responsibility to ensure the school's Bursar is notified of any changes in a family's circumstances which might affect their ability to pay fees by the agreed due dates.

DETAILS OF TUITION CHARGES – Early Years

- Nursery, Kindergarten, Afternoon and After School Care and Parent and Child Group costs, will be invoiced each term and should always be paid in full within that term.

NOTICE PERIODS

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 to the Bursar. 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 cases of the possibility of a pupil leaving, parents or guardians are advised to give provisional notice.

For new families to the school, starting in Transition and above, the first term is a trial for both parents' and the school. If the child leaves during this term or at the end of the trial term there is no requirement for a term's notice to be given. Any outstanding balance on the student's account will be refunded.

DISCOUNTS

Sibling Discounts

- Family discounts are provided for second and third children of the same family. Any additional children of the same family are charged at the 3rd child rate.
- Where a pupil's tuition fees are wholly met by the local authority, for example, where an Education, Health and Care Plan (EHCP) is in place, this pupil is not included for the purposes of determining second or third child sibling discounts as specified within the Fee Schedule.

Parent Discount Scheme

- The school offers a limited fund for discounted places which are means tested. This is reviewed annually, taking into account the prevailing circumstances. Fee discounts are awarded for one academic year only.

FEE ARREARS

- The school wishes to maintain a positive relationship with families. Where there is the possibility of late payment or a family faces financial difficulty, they should advise the Bursar immediately.
- Where parents fall behind in meeting their standard or agreed financial commitments, the School will expect payment of any outstanding amount before the child(ren) can return to School for the new academic year. Alternatively, where a repayment plan is agreed, the School will require the parents to adhere to the plan to keep their child/children's place at the school.
- Where an account is in arrears, further children will not be admitted to the school from that family.
- Where there is persistent failure to meet financial commitments and/or to communicate adequately with the School, parents may be asked to withdraw their child(ren) by a date set by the Council of Management.
- 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.