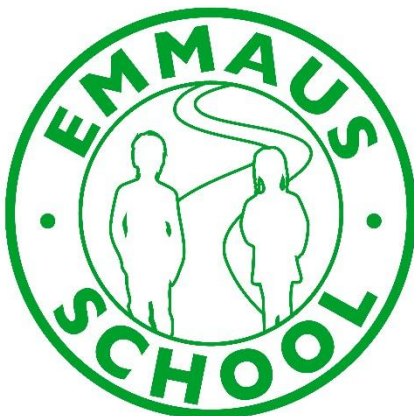


Fees Policy



EMMAUS SCHOOL

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Fees Policy and Terms and Conditions

Emmaus School is founded on Christian principles and aims to steward its resources in a God honouring way:

'Give to everyone what you owe them: If you owe taxes, pay taxes; if revenue, then revenue; if respect, then respect; if honour, then honour.' Romans 13:7

Fees are the School's main source of income and are kept as low as possible to enable families to send their children to the School without compromising the standards of teaching and administration. The School does not exist to make a profit.

To keep fees as low as possible, the School relies on help from volunteers. Therefore, parents/carers are strongly encouraged to help at School in different ways, for example, participating in work parties to maintain the School premises.

This policy is applicable to all families whose children are educated at Emmaus School.

Fees

Fees cover tuition, textbooks and general equipment. They do not cover the costs of school trips, swimming lessons, optional musical instrument tuition, some after school clubs, 1:1 support, the Duke of Edinburgh Award, or GCSE exam fees. Separate invoices will be issued throughout the school year for extra items, and these should be paid by the due date shown on the invoice to avoid incurring a late payment charge.

Fees are reviewed annually and published; there will be reasonable increases annually. The School will give fee-payers one term's notice of any increase to fees.

Fees for the current academic year are available on the School website in the Parents' Zone, with details of the amounts for termly/monthly payments.

The School has regular financial commitments to honour, such as paying staff salaries and expenses. Therefore, in line with other independent schools, the School will not refund or waive fees if:

- A pupil is absent through illness or other reasonable cause
- A term is shortened, or a school holiday is extended
- A pupil is released early before or after public examinations
- The School is closed temporarily due to adverse weather conditions.

Payment of fees

The parent(s), jointly or individually, or person responsible for the fees of the pupil, agree to pay the fees directly to the School. There are two ways of paying the fees:

1. **Termly:** payment must be received on or before the first day of each term (3 terms a year)
2. **Monthly:** payment is made by monthly Standing Order over a period of 12 calendar months and must be received by the last day of the relevant month.

Fees may be paid in a lump sum for the whole school year, with agreement from the School Treasurer.

The School does not accept ad hoc payment of fees.

Late payment of fees

Parents should contact the School immediately if they are not able to make their termly or monthly payment on time. Late payments cost money and time to administer and may risk the School's ability to meet its own financial obligations.

A payment will be deemed late if parents have not notified the School and fees are not received on or before the first day of term (for those paying termly) or any Standing Order payment is not received by the last day of the month (for those paying monthly). Unless otherwise agreed between the fee-payer(s) and the School, late payment of fees will incur late payment charges that will be added to the fees.

Late payment charges will be as follows: Interest will be charged on outstanding amounts at a rate of 3% per year above the Bank of England base rate. Unless otherwise specified in writing, this interest will accumulate on a daily basis from the due date until the actual payment of the overdue account.

If payment is not made to the School by the date indicated on the fee invoice, the School reserves the right to suspend the pupil's tuition and entry to both internal and public examinations, until the outstanding payment is received.

If a Standing Order payment is stopped for any reason, the remainder of the termly fees becomes payable immediately.

Sibling discount

A sibling attending the School receives a 10% discount on their fees and this is noted on the invoice.

Notice of withdrawal

If parents/carers wish to withdraw their child(ren) from Emmaus School, a full term's notice must be given before the first day of your child's final term (based on 3 terms per school year). Failure to do so will necessitate payment of the following term's fees in full, in lieu of notice.

If a pupil is permanently excluded, they will be deemed as withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the parents.

Payment of fees by a third party

An agreement with a third party to pay the fees or any other sum due to the school does not release the parents from liability if the third-party defaults and does not affect the operation of any other of these terms and conditions.

Questions about fees

Questions about fees and fee payment are to be directed to The Treasurer via the School Office at info@emmaus-school.org.uk