



Lote Tree Primary

SCHOOL FEES POLICY

1. CURRENT FEES

Fees for the 2022/2023 academic year are £1950.00

2. FEES PAYMENT METHOD

All parents must pay the school fees by standing order you can set up the standing order with your bank. If you are registered with online banking you may choose to set up the standing order online yourself. Three available payment options are given below.

Year 1-6		
Option 1	Annual payment	£1950.00
Option 2	3 Termly payments	£650.00
Option 3	12 Monthly instalments	£162.50

3. SCHOOL FEES FOR RECEPTION AGED CHILDREN

Reception aged children may be eligible for early years funding depending on their date of birth. Fees for Reception year will be calculated accordingly. Therefore, you may not have to pay fees or only part of the payment for the annum total. Please see the table below:

RECEPTION		
		Fee payable by parent/guardian
Child turns 5	1 st September - 31 st December	£1300.00
Child turns 5	1 st January -31 st March	£650.00
Child turns 5	1 st April- 31 st August	£0.00 (Nil required)

4. MID-YEAR ADMISSIONS

The full term payment will be applied for any mid-year admissions.

5. MID-YEAR LEAVING

The full term fees are applicable. **Fees are non refundable**, unless the pupil leaves within two weeks of joining, upon which an administration charge of £100 will be applied before refund is given.



Lote Tree Primary

6. OVER DUE FEES/LATE PAYMENTS

Children with outstanding fees from the previous term will not be able to attend school until the outstanding balance is paid.

Students with fees outstanding, unpaid full or in part will not be given their exam results, certificates or references to other schools and colleges until payment is recorded.

7. ANNUAL REVIEW OF SCHOOL FEES

School fees will be reviewed annually. The school reserves the right to increase fees as deemed necessary.

8. CONCESSIONS

7.1 Concession for school fees can **only** be obtained if requested by parents who have more than one child **and** are in receipt of the following benefits:

- Income Support
- Income-based Jobseeker's Allowance
- Support under Part VI of the immigration and Asylum Act 1999
- Child Tax Credit, provided they are not entitled to Working Tax Credit and having an annual income (as assessed by HM Revenue & Customs) that does not exceed £16,190
- Guaranteed element of State Pension

7.2 Concessions must be arranged and agreed with the Head Teacher and evidence of the above qualifying benefits must be supplied to the school before any concession can be made.

7.3 Only Parents with two or more children can apply for concessions. Concessions for school fees are applicable as stated below.

Two children	The second child receives 15% discount
Three children	The third child receives 30% discount
Four children	The fourth child receives 50% discount



Lote Tree Primary

9. ADMISSIONS DEPOSIT

As part of our admissions process, deposit of £150.00 will be payable for each child to secure your child's place for the school year. The deposit will be credited into the school fees due for the academic year. The deposit for Reception aged pupils will be calculated depending on your child's date of birth and any refund will be returned to parents.

10. PAYMENT AGREEMENT FORM

PUPILS NAME _____ DATE _____ CLASS _____

Payment details:

Frequency: Annually Monthly* Termly

I hereby confirm that I have read and agree to the terms and conditions as set out in the school fees policy.

Parent/Guardian's signature _____ Date _____

Print Name _____

11. Payment Invoice

Please note the fees invoice will be issued in September 2022.