



# Normanton House School

## FEES POLICY



The school operates on a fee-paying basis. As Al Akram Trust is VAT registered, VAT will be charged on all school fees. The VAT registration number is 480 2590 91.

Fees are currently set as follows:

Primary School: £2475 + £495 VAT = £2970 total fees for the academic year

Secondary School: £2775 + £555 VAT = £3330 total fees for the academic year

Parents may pay the whole amount in one single payment at the start of the year or in three termly instalments of £990 for primary and £1110 for secondary, to be paid two weeks before the start of each term.

Parents also have the option of paying in monthly instalments. Parents should inform the office if they wish to do so and a monthly payment plan will be arranged.

All parents, on admitting their child, must sign the application form confirming they will abide by the school rules, including attendance and fees payment.

The fees do not include additional charges which may be made from time to time for school trips, items of stationery issued etc.

All payments must be made by cash or online bank transfer to the school bank account.

There is a discount scheme in place for parents with more than one child attending the school. The reductions for Normanton House Primary School will be applied as follows:

|                               |                                   |
|-------------------------------|-----------------------------------|
| First child pays full fee     | £2970 incl. VAT per academic year |
| Second child (brother/sister) | £2610 incl. VAT per academic year |
| Third child (brother/sister)  | £2250 incl. VAT per academic year |
| Fourth child (brother/sister) | £1890 incl. VAT per academic year |

The reductions for Normanton House Secondary School will be applied as follows:

|                           |                                   |
|---------------------------|-----------------------------------|
| First child pays full fee | £3330 incl. VAT per academic year |
| Second child              | £2970 incl. VAT per academic year |
| Third child               | £2610 incl. VAT per academic year |
| Fourth child              | £2250 incl. VAT per academic year |

The reduction will remain in place for as long as the elder sibling is enrolled at our school.

As well as the tuition fees outlined above, there is an initial application processing fee of £60 (£50 fee + £10 VAT) per child which is payable at the time of application and is not discountable and is non-refundable.

In the case of late or non-payment, the following procedure will be strictly adhered to:

1. First reminder letter (Appendix 1) will be given in the first week of term.
2. Second reminder letter (Appendix 2) will be given in the third week of term. If payment is not received, the parents/guardians will be invited to an urgent meeting at which a payment plan will be drawn up. The parents/guardians will sign an agreement to adhere to the payment plan.
3. Final reminder (Appendix 3) will be given in the fifth week of the term. This will state clearly that the child's place at the school is at risk if payment is not received and it will be explained to them that their child cannot be allowed to attend the school until they start to make payments.
4. Failing payment being made in full and final settlement, we will write to the parents/guardians to notify them of the removal of their child from the register. The education welfare officer will also be notified.
5. If any payment due to the school under the payment plan is missed, the child will be taken off the school register with immediate effect and the parents/guardians will be notified of this and of their duty to arrange suitable education elsewhere.
6. In the unfortunate case of a child being taken off the school register due to non-payment of fees, the parents/guardian will remain liable to pay the outstanding fees and will be requested to settle the amount immediately.
7. In any of these circumstances where a child is removed from the register, the education welfare officer will be informed.

In the event of a child leaving the school at short notice or not turning up for the first day of registration, fees will be payable for the whole of the half-term in which the child leaves the school, in the manner outlined above.

### **Late joining pupils**

Pupils joining after the start of any half term will be charged according to the number of weeks the pupil attends in that half term based on a weekly fee of £75 per week for primary pupils and £80 per week for secondary pupils.

Any discounts for siblings will be applied as per policy.

# NORMANTON HOUSE SCHOOL



(Appendix 1)

**Date**

السلام عليكم

## **PAYMENT OUTSTANDING**

Dear Parent/Guardian,

**NAME:**

**YEAR:**

**TERM [ ] FEES OUTSTANDING:**

According to our records, the above amount remains outstanding. If you have already arranged payment then we thank you for this and you may ignore this letter.

Alternatively, we look forward to receiving your payment **within 5 working days** of this letter. If you wish to discuss the fees then please call the admin office on 01332769333.

We enclose our fees policy, for your ease of reference.

JazakakumALLAH KHayran

Admin Team

Normanton House School

# NORMANTON HOUSE SCHOOL



(Appendix 2)

**Date**

السلام عليكم

## SECOND REMINDER

Dear Parent/Guardian,

**NAME:**

**YEAR:**

**AMOUNT OUTSTANDING:**

We refer to our letter dated [ ] (copy attached), we note that although payment was requested it still remains outstanding.

Unless we receive payment of £[ ] by [ ] then your child[ren]'s place will be at risk. In accordance with our fees policy (copy attached) we will arrange an urgent meeting between yourself and the Trustees to discuss this matter, and as required, arrange payment or a payment plan.

Alternatively we look forward to receiving payment.

JazakumALLAH Khayran

Admin Team

Normanton House School

# NORMANTON HOUSE SCHOOL



(Appendix 3)

Date

السلام عليكم

## **FINAL REMINDER**

Dear Parent/Guardian,

**NAME:**

**YEAR:**

**AMOUNT OUTSTANDING TERM:**

It has been brought to our attention that payment for Term [ ] has not been received. We are disappointed to hear that payment has not been made, despite reminder letters being sent to you.

You are under an obligation to ensure payment is made in accordance with our fees policy. With no payment being received, we will be left with little alternative but to suspend your child[ren] from class until payment is made.

**Such action is only taken as a last resort and with extreme reluctance, nevertheless for us to overlook payment would be unjust to the other children and their parents who ensure payment is made promptly and in accordance with our fees policy.**

We must therefore ask you that, upon receipt of this letter, you make immediate contact with administration on (01332) 769333.

We must now ask for your response to this letter within **five working days** from the date of this letter, failing which, we will have no alternative but to proceed to suspend your child[ren] and seek legal advice on the recovery of the sums due from you. Please note that this may result in additional legal fees being payable by you.

JazakumALLAH Khayran

Admin Team  
Normanton House School