



Charging and Remissions Policy

The purpose of the policy is to ensure that there is clarity over items which the school will provide free of charge and for those items where there will/may be a charge. It also details fee paying arrangements.

Watchorn Christian School is a fee-paying school. School Fees are charged in order to finance the provision of education of a satisfactory standard in respect of the staffing and the materials and equipment of the school. Fees are charged when the child enters the Reception year, the nursery education accesses Government funding.

Details of our fee structure and sibling discounts are available on our website and upon request.

Upon formal application an applicant will be notified of our current fees and payments can be made using the following options. (A non-refundable deposit of £100 is required to secure a school place).

Option 1. Payment for the year in advance.

Payment for the full year must reach the schools account on the 1st of September for normal intake. For inter year transfers, payment must be received prior to the agreed start date.

Option 2. Monthly payments

A direct debit can be set up to pay fees in monthly instalments. The first direct debit must be paid 1 month before your child begins their education at Watchorn School.

Notice

In the event of a child leaving the school, the parents are required to give half a term's notice and if they fail to do so they will be liable for that half term's fees.

It is recognised that Watchorn Church provides a significant contribution to the running of the school by providing the premises free of charge. We aim to make our fees as low as possible to enable children of all backgrounds to be part of our school.

Arrears

Payments of fees must be made on the agreed dates.

Any difficulty in paying fees must be notified at the first available opportunity in writing. This can be done through e-mail to info@watchornchristianschool.co.uk, calling the school phone number or in person.

If the due date for payment has passed and no payment has been received, you will be notified in writing of the missed payment.

You will be required to bring your account up to date within 14 days.

If no payment is received after 14 days you will receive a final reminder for payment to be made within 7 days and notification of temporary exclusion should payment not be received.

If no payment is received temporary exclusion will commence with immediate effect until the account is brought up to date.

If non-payment resulting in temporary exclusion occurs 3 times in an academic year you will be asked to withdraw your child (ren) from the school permanently.

Voluntary Contributions

Watchorn Christian School may seek voluntary contributions in order to offer a wide variety of experiences to pupils.

- All requests for voluntary contributions will emphasise their voluntary nature.
- Pupils of parents who do not make such contributions will be treated no differently from those who have.
- If a particular activity cannot take place without voluntary contributions, this will be explained at the planning stage.
- No child will miss out on a school trip due to not being able to pay the voluntary contribution costs.

The school suggests a voluntary contribution of £1 per child per week to help towards the cost of the child's snack. All children will be given snack whether or not the contribution has been received. No parent is chased for the contribution as it is given of their free will, although posters are put up in the classrooms as a reminder.

Examples of Additional costs

The school may need to charge for these, depending on the age of the pupil. A letter will be sent to parents, detailing the costs in advance.

- Swimming lessons
- Residential visits
- Extra music tuition
- Independent school entrance exams

Parents are charged for school uniform, which can be purchased from the School office. Each child is given a book bag free of charge when they begin at Watchorn School, but subsequent book bags will be charged for.

Reviewed 08/07/2020