



CHARGING AND REMISSIONS POLICY

Table of contents

1.	Introduction
2.	Purpose
3.	Fees
4.	Withdrawal
5.	Arears
6.	Voluntary Contributions
7.	Examples of Additional Costs

1. Introduction

Kingdom 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. Nursery education accesses Government funding.

This is a **statutory policy** and will be reviewed annually by the Governing Body.

2. Purpose

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.

3. Fees

We aim to make our fees as low as possible to enable children of all backgrounds to be part of our school. 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. A non-refundable deposit of £200 is required to secure a school place (this is not required for a nursery place).

Fees are to be paid monthly by Standing Order.

The first payment must be paid 1 month before the child begins their education at Kingdom Christian School.

4. Withdrawal

If a child is to be withdrawn from the school, half a term's written notice must be given. If the required notice is not given, the next half term's fees must be paid, even if the child does not attend.

Example: If you decide that your child will leave at the end of the spring term (Easter), written notice must be given by mid-February (half a term before). If written notice is given later than this, you will still be charged for the first half of the summer term.

This notice period helps the school to manage staffing and resources fairly for all pupils.

5. 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 via e-mail, through 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.

6. Voluntary Contributions

Kingdom 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 £1.50 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 a reminder text is sent at the start of each half term.

7. Examples of Additional Costs

The school may need to charge for certain activities, depending on the age of the pupil. This may include:

- Swimming lessons
- Residential visits
- Extra music tuition (this is run by a private individual)
- After school clubs depending on the nature of the club
- Breakfast clubs

A letter will be sent to parents, detailing the costs in advance.

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 Kingdom Christian School, but subsequent book bags will be charged for.

Version Control Table

Version	Date	Changes	Approval
1	2026	Re-branded to KCS and updated references in text. Formatting.	SO
1.1	Apr-26	Replaced 'Direct Debit' with 'Standing Order' to reflect current practice.	SO