



**HARMONY**  
Primary School

## **Fees Policy**

**Aug 2024 V8.0**

## 1. Introduction

1.1 Harmony Primary School is an independent private school where fees cover most of the basic costs of education.

1.2 This policy clarifies the position of both the school and the fee paying parent/guardian upon entering into an agreement of providing educational services where these services are chargeable. They are intended to ensure effective planning and resourcing, stability and minimal disruption in the delivery of these services.

1.3 Parents/guardians must sign and return the Fee Agreement before a child may be accepted at the school and pay the first instalment of fees due.

1.4 Fees are £5,115 per annum per pupil.

1.5 The school may amend these terms and conditions where it feels it is appropriate.

## 2. Registration Fee

2.1 A £500 non-refundable payment is required when an offered place is accepted by parents. This payment secures the place for the child and forms the first payment of the student's tuition fees

## 3. School fees

3.1 Fees can be paid either in full, termly or over 10 monthly instalments.

	<b>Single Payment</b>	<b>Termly</b>	<b>Monthly</b>
<b>Date</b>	Prior to the first day of the school year	Prior to the start of the term	By the 2 <sup>nd</sup> of the month
<b>Amount</b>	£5,115	£1,705	£511.50

3.2 Harmony Primary School will not accept fees paid by students in cash.

3.3 Occasionally, and at the school's discretion, an alternative payment plan may be agreed in writing with a parent/guardian in cases of hardship. In such cases the parent/guardian must make an appointment to see a member of the admin team and sufficiently demonstrate that they are unable to maintain the school's regular fee schedule.

3.4 Non-payment of school fees by the deadline window will result in a late payment notice being sent to the parent. If payment is not completed within 7 days, the school will ask that payment is completed before the student returns to fulltime education at Harmony Primary School.

#### **4. Other costs**

4.1 The fees do not cover uniforms, extra-curricular activities, trips and lunch.

4.2 As part of the school curriculum, trips or visits are organised for the children, the school asks parents to pay for the cost of the trip.

4.3 The school will endeavour to ensure the costs of the school trips are manageable for parents by ensuring cost saving measures are taken. This will include where possible arranging travel by public transport, identifying free events/visits etc. Please note however all arrangements will be risk assessed and student safety will always take paramount importance.

4.4 Parents may be asked to contribute if school items are lost or damaged by their child

4.5 Reading books which are taken home and are subsequently damaged or lost will also have to be paid at a rate of £5 per book.

4.6 The school will also charge parents a supervision fee for those who collect their children late from school. The charge levied will be £10 per lateness per child. Late collection is defined as more than 10 minutes after home-time. Parents will be allowed up to 3 episodes of lateness in any one half term up to which no charge will be made. On the fourth instance, a £10 charge will be made. This charge will be payable prior to the start of the following term. Parents will be notified of the charge via email.

#### **5. Leaving school mid-year**

5.1 Parents must inform the school 3 months in advance if withdrawing their child from the school or they may incur a charge in lieu of the 3 month notice period.

5.2 Refunds will only be given provided sufficient notice of 90 school days has been given. Failure to give sufficient notice will result in no fees being refunded, furthermore additional payments may be due as the financial equivalent of 90 school days' notice may exceed the amount already paid.

#### **6. Joining school mid-year**

6.1 For any students who join during the academic year school fees due will be calculated based on the number of days remaining at the school, with an admin fee of £150 per student.

#### **7. Cheques**

7.1 Harmony Primary School does not accept payments by cheque.

## **8. Discounts and Bursaries**

8.1 Harmony Primary School offers a sibling discount of 5% for the 2<sup>nd</sup> child and 10% for the 3<sup>rd</sup> child.

8.2 Founding members will receive an additional discount to the school fees. Please contact the school office for more information.