



NORTHBOURNE PARK SCHOOL

FEES POLICY

The School is a not-for-profit organisation without any permanent endowment and therefore has to sustain its educational service by charging fees for the pupils whom it educates. The termly fees are published to parents annually. Parents are given a complete term's notice of any change to fees.

The principles on which these fees are charged are as follows:—

(1) Cost recovery

The School will aim to set fees for each pupil at a level which reflects the cost of providing that pupil with the education, facilities and accommodation which the School seeks to provide and so that the aggregate of all fees and other income receivable in any one year exceeds all revenue costs, including depreciation, irrecoverable VAT, discounts, Bursaries etc., by a margin of 3%.

The School will also seek to recover the cost of all extras and extra services provided for pupils, including the administrative cost of such provision. Thus 6e and 5e pupils incur a supplement to cover the considerable additional costs of CNED programme.

(2) Cross-subsidy

In general, there should be no cross-subsidy between the fees charged for one pupil or group of pupils and another, although it may be accepted that some years during a child's education in the School, or some categories of pupil, are charged at a lower relative rate than others, especially if the differential contributes to the overall welfare of the School by enabling the School to achieve viable numbers in a particular year or category of pupils. Thus Pre-Prep pupils contribute less per capita to overall central administrative costs, than pupils in the Prep School, and pupils in Year 3 pay somewhat less per term than those in Year 4.

(3) Discounts

Within the scope of the cost recovery principle, some formal discounts are made.

Where any of the following discounts apply, it applies wherever in the School the child is at any one time, so that the School includes the Pre Prep.

(a) Staff children

Every full-time permanent member of staff who is the parent of any child *in statu pupillari* in the School, shall, while both parent and child are at the School, be entitled to a discount of 50% of the day fees for the child's year group. Part-time permanent members of staff are entitled to the same discount on a pro rata basis. Where a couple are employed by the school, the overall discount is capped at 75%. When one or more discount is applied, it must not exceed the aggregate (50%) Staff discount applied to members employed before 1st September 2021 will continue to receive the discounts received at the time of employment no new children will be entitled to this pre agreement. (No sibling discounts can be added as max reduction is 50%)

Armed Forces

An allowance against fees will be made in respect of any pupil whose parent is in the Armed Forces of the Crown. The allowance will be 40% against boarding or day fees, which are applicable to that pupil's position in the School.

(b) Siblings

An allowance against day fees will be made in respect of any pupil whose elder sibling is in the Pre-Prep or Prep School. The sibling discount will be at the rate of 10% for the second child and 15% for the third child. In the event of there being a fourth child in the School, the allowance for that child will be at the rate of 25%.

Sibling discounts are not available to children in the Nursery unless they are full time.

Where more than one discount would otherwise apply, the most valuable only shall be allowed, but any discount may be supplemented with assistance towards fees under the Bursary Policy.

(4) School fee payment options

School fees are due for payment termly in advance on or before the 1st day of term and the following payment options are available:

- Bank transfer directly to the schools bank account.
- Cheque made payable to Northbourne Park School
- Debit/Credit card by telephoning 01304 611215 Ext 2 new line added
- Payment Plan by Direct Debit through School fee plan. www.schoolfeeplan.com. The plan must be agreed and in place before the 1st day of term.
- Childcare vouchers are offered by some employers. We accept these vouchers as part payment towards Nursery fees, Early and Late Service charges, Boarding fees and extra curricular activities.
- Late Payments

Unless a payment plan has been pre arranged, all late payments will automatically attract a 5% charge per calendar month on the outstanding balance in addition to any recovery charges.

Author	Issue date	Review date	Purpose	Scope	Agreed by
KM	April 2021	April 2022	Financial Control	Bursarial Office	F&GP