

# Oakwood Primary School

## Fee Collection Policy



## **Contents:**

1. Rationale
2. Definition
3. Role of School Governors
4. Procedures
5. Fee Collection Procedure
6. Payment Options
7. Payment Methods

## **Rationale**

The School has a responsibility to communicate the financial considerations and arrangements under which they operate to parents enrolling their children at Oakwood Primary School. Parents are required to make payments promptly to the school by the means and processes outlined in our Fee Policy, as fees are a necessary contribution to the costs of delivering education at independent fee-paying schools, such as Oakwood Primary School.

The principles outlined in our Fee Policy and Fee Collection Policy are governed by our Islamic ethos and shall be approached in the spirit of consistency and fairness to all parents/guardians.

## **Definition**

For the purpose of this policy statement, School Fees shall include the total cost of educating a child and thus include the tuition fees, however, homework books, trips, and uniform costs are not included.

## **Role of School Trustees**

At Oakwood Primary, the Trustees are responsible for the financial management of the school, including the setting of school fees in accordance with the policies and guidelines of Oakwood Primary.

## **Procedures**

The school employs the following procedures to ensure consistent fee collection.

- The school may choose to amend the fee arrangements including its rates, sibling subsidies, and schedule from time to time, to reflect the needs of the school. In the event of any changes, the school will inform parents in advance.
- Once Parents/guardians accept the offer of a school place, it is understood that all Terms and Conditions, e.g. Admissions, Fees and all related policies, have been read and accepted. Term dates are published on the school's website in advance for all interested parties to view and note. Parents/guardians are expected to refer to the school's Admissions Policy and School Fee Schedule in conjunction with our Fee

Policy – these are located on the school’s website.

- Parents are required to pay fees through our ParentPay account.
- A non-refundable Registration fee must be paid when applying to the school.
- Parents/guardians must sign and return the Fee Agreement Contract before a child may be accepted at the school and pay the first instalment of fees due.
- Contract Agreements will be sent out at the beginning of the Fee Year for parents to sign, in line with their preferred payment plan. Contracts must be signed and returned by the deadline stipulated in the outgoing letter/email.
- All payments must be received by the 5th of each month and all fees are to be paid a term in advance via ParentPay.

Bank transfers can strictly only be made for the registration fee and annual payments made in advance. The school will not accept any responsibility where money is transferred without prior arrangement with the school.

### **Fee Collection Procedure**

The school employs a three-stage Fee Collection Procedure.

- **Stage One:**

If fees have not been paid by the due date on the agreed contract, a written communication shall be sent to parents/guardians, bringing promptly to their attention the outstanding balance. This letter will offer parents/guardians 5 working days to pay the outstanding balance. A £25 admin charge will apply which will not be removed and will automatically become part of the School Fees.

- **Stage Two:**

Should there be no response within 5 working days, the School Finance Administrator will send a second written communication. Parents/guardians will be reminded that as per the Fee Policy, failure to make payment may result in the withdrawal of a school place. Parents/guardians will be given a further 3 working days to bring their account to date. This will also be accompanied by a phone call between the School Finance Administrator and parents in a sensitive, discreet and confidential manner.

- **Stage Three:**

If no action results from the stage-two approach within 3 working days, a formal registered letter from the school will be sent to remind parents/guardians of their financial obligations. This letter will include an invitation to discuss the matter with the school Finance Administrator and a specified timeframe for a response.

### Final Stage:

After stage three, if there is no response or action from parents/guardians to resolve the payment of school fees, the School Finance Administrator will present to the school trustees, all documentation showing the attempts to collect the school fees and ask for the trustees for further instruction. Their decision may ultimately result in the withdrawal of an offer of a school place.

### Payment Schedule and Methods:

#### Monthly Fees

DUE DATE	1 <sup>st</sup> Child Fees	2 <sup>nd</sup> Child Fees	3 <sup>rd</sup> Child Fees
05/07/2023	£349.17	£307.91	£266.25
05/08/2023	£349.17	£307.91	£266.25
05/09/2023	£349.17	£307.91	£266.25
05/10/2023	£349.17	£307.91	£266.25
05/11/2023	£349.17	£307.91	£266.25
05/12/2023	£349.17	£307.91	£266.25
05/01/2023	£349.17	£307.91	£266.25
05/02/2023	£349.17	£307.91	£266.25
05/03/2023	£349.17	£307.91	£266.25
05/04/2023	£349.17	£307.91	£266.25
05/05/2023	£349.17	£307.91	£266.25
05/06/2023	£349.17	£307.91	£266.25
<b>Total</b>	<b>£4190.00</b>	<b>£3695.00</b>	<b>£3195.00</b>

TERMLY FEES	Autumn term Due by: 5th October 23	Spring term Due by: 5 <sup>th</sup> December 23	Summer term Due by: 5th March 23	Total fees
First child	£1396.66	£1396.66	£1396.68	£4190
Second child	£1231.67	£1231.67	£1231.66	£3695
Third child and further siblings	£1065	£1065	£1065	£3195

### **Payment Options**

Payments are due to the school in one of three options.

### **Payment methods**

The school accepts the following methods of payment.

Option 1: Annual Payment	One payment in full, a term in advance.
Option 2: Termly Payment	One third payment a term in advance due by the 5th of each quarter.
Option 3: Monthly Payment	12 monthly instalments due by the 5th of each month. First month payment one month in advance.

### **ParentPay**

All monthly and termly fees are due via ParentPay

### **Bank Transfer**

Annual fees can be paid via bank transfer with prior arrangement with the School Finance Administrator