



Bradford Christian School

Fees Policy

Policy written August 2018 – Review date August 2019

1.0 Introduction

- 1.1 Bradford Christian School is an independent school and as such does not receive government funding except in EYFS and the Designated Specialist Provision.
- 1.2 For the school to run successfully it is essential that school fees and gifts received as part of our charity status cover the running costs of the school. The school operates a banding system for fees to enable a wide range of families to afford to send their children to the school. (See Appendix C)
- 1.3 The school is run on a budget and is dependent on parents making regular fee payments by standing order on a monthly basis, twelve months of the year. Parents should therefore consider the viability of making regular payments on an ongoing basis.
- 1.4 Fees may be paid in cash in certain circumstances and by special arrangement. In such cases the annual fee will be paid over 11 months (not in August) so the monthly amount will consequently be higher.

2.0 Payment of Fees

- 2.1 The school's requirement is that:-
- Fees should be paid on the 1st day of the month by standing order into the school's bank account.
 - In order to qualify for the lowest two fee bands (family income of less than £30,000 per annum) parents must give proof of family income to the school, preferably in the form of tax credits declarations. **(Family income is deemed to be income from employment or self-employment of both parents plus any additional income from tax credits, benefits, income from properties etc.)**
 - If parents wish to change or to reduce the amount they are paying at any time they must provide proof of a reduction in their income.
 - Two months' notice is required if children are to leave the school for any reason and fees will be payable for that period should the child be withdrawn before the period of notice.
 - Fees will be reviewed annually and may be subject to small increases.
 - Families with more than three children in school will pay fees for the oldest three children only.
 - Monthly supplements will be added to the basic fee structure as children progress up the school to cover additional costs.
- 2.3 A letter will be sent to all parents at the beginning of July whose fees are due to change in September due to children moving up the school (e.g. Nursery to Reception, Reception to Y1, Y4 to Y5, Y6 to Y7, Y8 to Y9) or if they have an additional child joining the school or their oldest has left, or a payment plan changes or is needed for arrears.
- 2.4 It is the responsibility of parents to inform the school if their income level changes as soon as possible by emailing the school office (office@bxs.org.uk) to ensure that the correct fees are charged. If income has reduced parents will be required to produce proof in the form tax credit declaration.
- 2.5 Bradford Christian School will ask a random selection of families for proof of their income level over each school year.

3.0 None Payment of Fees

3.1 If parents fail to pay school fees and fail to notify the school of the reason for this, the following action will be taken:-

1. If fees are not received by the 15th of the month a reminder will be sent.
2. If that payment is not received by the end of month 1 a warning letter will be sent. (Appendix A)
3. If the payment for month 1 together with the payment for month 2 is not received by the 15th of 'month 2' a letter will sent out informing parents of the need to find an alternative school and warning them that fee arrears will be pursued, if necessary through the courts. (Appendix B)

3.2 In cases of genuine short term financial hardship or an unexpected change of circumstances, arrangements can be made to spread payments or accommodate a temporary situation **if the school is fully informed immediately.**

4.0 EYFS Funded places and payment of Extra Hours

4.1 Children who are 3 and 4 years old are eligible to receive 15 hours of free childcare from the term after their third birthday.

4.2 Some children may be eligible for up to 30 hours free childcare subject to eligibility. E.G. If you (and your partner if you have one are:-

- In work – or getting parental leave, sick leave or annual leave.
- Each are earning at least the National Minimum wage or living wage for 16 hours per week.

Please see government web site for more information:- www.gov.uk/help-with-childcare-costs/free-childcare-and-education-for-2-to-4-year-olds

4.3 A funding agreement form will be completed with you once your child is eligible for funding detailing the sessions that you are using the free funding for. (See Appendix D)

4.4 When agreeing funded hours parents/carers will also have the opportunity to request further regular sessions which are payable at £ **15.00** per session. These sessions will also be recorded on the form Appendix D and will be payable on a monthly basis on the first day of the each month with the exception of August. Payments will be averaged out over the remaining school year to make payments easier for parents. The Formulae used will be:

$$\frac{\text{Number of Extra Sessions} \times \text{Number of weeks of school remaining in the school year} \times \text{£15}}{\text{Number of months remaining in the school year (not counting August)}} = \text{Monthly Payments}$$

- Example: A child having 1 extra session from the beginning of September for the entire year
$$\frac{1 \times 37 \times \text{£15}}{11} = \text{£50.45 per month}$$

- Example: A child having 3 extra sessions from the beginning of January through to the end of July
$$\frac{3 \times 23 \times \text{£15}}{7} = \text{£147.86 per month}$$

4.5 Parents can also request Ad-Hoc sessions for their child subject to availability within the EYFS setting. These will be payable at the point of request and will be recorded and receipted on the form Appendix E.

5.0 Review

5.1 This policy is reviewed annually this latest review being completed August 2018. SLT and the governing body have been involved in agreeing and ratifying this policy.

5.2 In writing this version of the policy the following have been referenced:

- Early Years Funding compliance Guidance
- www.gov.uk

Formally agreed through Governors compliance:	28th August 2018
Signed Andrew Taylor – Chair of Governors	Andrew Taylor
Signed Phill Moon – Head Teacher	Phill Moon
Review Date:	August 2019



**Bradford Christian School
Livingstone Road
Bolton Woods
Bradford
BD2 1BT**

Last day of the month

Dear

We reminded you on 15th _____ that you had missed a fee payment. Please ensure that this payment is received in full together with this month's fees by the 15th of this month.

If these payments are not forthcoming we regretfully have to inform you that further serious action will follow possibly resulting in your child losing their place at the school.

Yours sincerely



**Bradford Christian School
Livingstone Road
Bolton Woods
Bradford
BD2 1BT**

16th of the following month

Dear

You were requested to make outstanding fee payments for the last two months by the 15th of this month. This payment has not been received.

If the outstanding amounts are not received within 5 days of the date on this letter you must remove your child from Bradford Christian School and seek alternative educational provision elsewhere.

We must warn you that we have a policy of pursuing all fee arrears, if necessary through the courts. This will incur extra costs to yourselves.

Yours sincerely

BRADFORD CHRISTIAN SCHOOL FEES COMMENCING 1ST SEPTEMBER 2018

Fee Level	Gross family income for year ending 5 th April 2018	Basic monthly amount payable September 2018 to August 2019 inclusive (12 payments)		
		1 Child	2 children	3 children
1	Less than £20,000	£205	£360	£465
2	£20,001 – 30,000	£265	£400	£585
3	£30,001 – 40,000	£330	£500	£720
4	£40,001 +	£370	£560	£810

If you have four children in the School you will receive a free place for the fourth child.

Secondary supplements: These supplements will cover exam fees, revision guides, sports activities and the additional costs in funding the Middle and Upper Schools. For pupils in Middle School (**Years 5 to 8**) the supplement is **£15** per month per child. For pupils in Upper School (**Years 9 to 11**) the supplement is **£30** per month per child.

SCHOOL FEES FOR CHILDREN IN RECEPTION YEAR

As we receive government funding for each child in school until they reach the age of 5 (to cover 15 hours per week term time only), school fees for pupils in Reception year are subsidised. Therefore the monthly payment from September to August inclusive is as follows:

Income level	Child's 5 th birthday in Autumn term (Sept/Oct/Nov/Dec)	Child's 5 th birthday in Spring term (Jan/Feb/March/April)	Child's 5 th birthday in Summer term (May/June/July/Aug)
1	£155 per month	£105 per month	£55 per month
2	£215 per month	£165 per month	£115 per month
3	£275 per month	£225 per month	£175 per month
4	£320 per month	£265 per month	£215 per month


Bradford Christian School

Livingstone Road, Bolton Woods, Bradford

Funded and Extra Nursery Hours Agreement

Name Of Child		
Date Of Birth		
Term Eligible for Funding		
Eligible for Funded Hours (Tick box)	30 HOURS <input type="checkbox"/>	15 HOURS <input type="checkbox"/>
Indicate sessions child will be attending using free childcare funding		
	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
TOTAL		
Regular Additional Extra Hours required to be paid by parent at £ 15.00 per session.		
	HOURS	COST
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
TOTAL		
Monthly Payment to be paid every month but August		

Payment method parents will use to make these monthly payments (all payments to be received by the first day of each month:

- by bacs into school account
- by a regular monthly standing order
- by cheque(made payable to Bradford Christian School)
- by cash into the school office.

Parents/carers are able to request additional sessions outside the regular attendance schedule on an ad-hoc basis. Subject to availability of a place for that session, a charge of £15.00 per session will be made.

Parental/carers Agreement (signed).....

On Behalf of School (signed)Dated.....

(Copy to go on file, copy to go to school office, copy to go to parent)



Bradford Christian School
 Livingstone Road, Bolton Woods, Bradford

Ad-Hoc Request for Nursery Session (Subject to availability)

Name Of Child		
Indicate ad-hoc sessions child will be attending		
	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
TOTAL		
Ad-Hoc hours to be paid by parent at £ 15.00 per session.		
Amount to be paid on date requested		

Payment method to make this payment today. (all requests for additional sessions must be paid for on the day of requests):

- by bacs into school account
- by cheque(made payable to Bradford Christian School)
- by cash into the school office.

Parental/carers Agreement (signed).....

On Behalf of School (signed)

Dated.....

(Copy to go on file, copy to go to school office, copy to go to parent)