



## Fees Policy

**Policy written August 2018 – Review date March 2025**

### 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.
- 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.

### 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.
  - 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if children are to leave the school for any reason and fees will be payable for that period should the child be withdrawn before the period of notice.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 increases based on various factors such as inflation and other school running costs. Any such increases will be notified in writing at least 3 months in advance.
  - Monthly supplements will be added to the basic fee structure as children progress up the school to cover additional costs.
- 2.2 A letter will be sent at the beginning of July to all parents 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.
- 2.3 Limited bursaries may be available. Please contact the school office for further information.

### 3.0 Non Payment of Fees

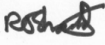

- 3.1 If parents fail to pay school fees and fail to notify the school of the reason for this, the following action will be taken:-
  - i. If fees are not received by the 15<sup>th</sup> of the month a reminder will be sent.
  - ii. If that payment is not received by the 25<sup>th</sup> of month 1 a text reminder will be sent. (Appendix A)
  - iii. If the payment for month 1 together with the payment for month 2 is not received by the 15<sup>th</sup> of 'month 2' a text will be sent 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 applicable) are:-
- In work – or getting parental leave, sick leave or annual leave.
  - Each is 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](http://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 each month with the exception of August. Payments will be averaged out over the remaining school year to make payments easier for parents. The formula used will be:
- Number of Extra Sessions x Number of weeks of school remaining in the school year x £15  
= Monthly Payments  
Number of months remaining in the school year (not counting August)
- Example: A child having 1 extra session from the beginning of September for the entire year  
1 x 37 x £15 = £50.46 per month
  - Example: A child having 3 extra sessions from the beginning of January through to the end of July  
3 x 23 x £15 = £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 in April 2024. 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:
- <https://www.gov.uk/government/publications/early-years-funding-2024-to-2025>  
[www.gov.uk](http://www.gov.uk)

Formally agreed through Governors compliance:	<b>25.4.2024</b>
Signed Richard Shackleton – Chair of Governors	
Signed Jane Prothero – Head Teacher	

Review Date:

**March 2025**



**Bradford  
Christian  
School**

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

***Last day of the month***

Dear

We reminded you on 15<sup>th</sup> \_\_\_\_\_ that you had missed a fee payment. Please ensure that this payment is received in full together with this month's fees by the 15<sup>th</sup> 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**

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

**16<sup>th</sup> of the following month**

Dear

You were requested to make outstanding fee payments for the last two months by the 15<sup>th</sup> 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 1<sup>ST</sup> SEPTEMBER 2024

	Basic monthly amount payable September 2024 to August 2025 inclusive (12 payments)				
	1 Child	2 children	3 children	4 children	5 children
	£460	£795	£1130	£1390	£1590

Supplements for MS and US are applied irrespective of Band.

**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:

Child's 5 <sup>th</sup> birthday in Autumn term (Sept/Oct/Nov/Dec) No government funding	Child's 5 <sup>th</sup> birthday in Spring term (Jan/Feb/March/April) 1 Term government funding	Child's 5 <sup>th</sup> birthday in Summer term (May/June/July/Aug) 2 terms government funding
£366 per month	£304 per month	£246 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	15 HOURS
Indicate sessions child will be attending using free childcare funding		
	AM	PM
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
TOTAL		
<b>Regular Additional Extra Hours required to be paid by parent at £15.00 per session.</b>		
	HOURS	COST
MONDAY		
TUESDAY		
WEDNESDAY		
THURSDAY		
FRIDAY		
<b>TOTAL</b>		
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)



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		
<b>Ad-Hoc hours to be paid by parent at £ 15.00 per session.</b>		
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)