

The Date Valley School

Fee Regulations 2019 - 2020

(updated July 2019)



Administration Fee:

A non-refundable administration fee of £50 (Early Years) or £100 (Primary) is payable on submitting a registration form. The registration form will not be processed by the school if the administration fee is not included.

Existing parents / guardians wanting to register younger or older children are exempted from paying the administration fee.

Academic Year:

There are three terms in one academic year.

- Autumn Term (September to December), Spring Term (January to April) and Summer Term (April to July)

Nursery Admissions:

- A deposit of £335 is payable to confirm the child's place. This will be refunded if the child is not registered for reception or will be put towards the deposit requested for reception if the child is registered
- Fees are charged for the deliverance of Quran / Arabic / Islamic Studies lessons. Nursery children receive one lesson per session
- Siblings receive a 10% discount on fees charged

FREE RECEPTION AND NURSERY PLACES AVAILABLE FOR PARENTS ELIGIBLE FOR 30 HOURS FREE ENTITLEMENT FUNDING

Please enquire at the school office for further information.

Table 1 – 9am – 3pm Nursery (3 to 5-year olds accessing up to 15 hours free entitlement funding)

Deposit: (due on admission)	£335		
Nursery sessions	Autumn 2019 (14 weeks)	Spring 2020 (12 weeks)	Summer 2020 (12 weeks)
3 Mornings or 3 afternoons	£336	£288	£288
4 Mornings or 4 afternoons	£448	£384	£384
5 Mornings or 5 afternoons	£560	£480	£480
2 Full Days	£448	£384	£384
3 Full Days	£672	£576	£576
4 Full Days	£896	£768	£768
5 Full Days	£1120	£960	£960

Please deduct 10% if your child has an older sibling at Date Valley

- The free entitlement provision (up to 15 hours) is delivered either over 3 to 5 mornings or 3 to 5 afternoons
- Nursery parents accessing up to 15 hours Free Entitlement are charged fees for the deliverance of Quran / Arabic / Islamic Studies
- A breakdown of charges is available to view upon request

Table 2 – 9am – 3pm Nursery (Under 3-year olds not accessing free entitlement funding)

Deposit: (due on admission)	£335		
Nursery sessions	Autumn 2019 (14 weeks)	Spring 2020 (12 weeks)	Summer 2020 (12 weeks)
3 Mornings	£796	£683	£683
4 Mornings	£1062	£910	£910
5 Mornings	£1327	£1138	£1138
3 Afternoons	£690	£591	£591
4 Afternoons	£920	£789	£789
5 Afternoons	£1150	£986	£986
2 Full Days	£991	£849	£849
3 Full Days	£1486	£1274	£1274
4 Full Days	£1982	£1699	£1699
5 Full Days	£2477	£2123	£2123

Please deduct 10% if your child has an older sibling at Date Valley

Current nursery children going into Reception:

- A deposit of £1000 is required for commitment to a reception place
- Commitments need to be submitted by mid December 2019
- The following payment schedule can be followed for paying the deposit:
Current nursery child: £335 - payable by mid December 2019, £330 - payable by mid March 2020, £335 – brought forward from nursery deposit. Total £1000
- The deposit held will go towards payment for the last term the child is at the school, provided a term's notice has been given in writing

New Admissions - Reception:

- A deposit of £600 is payable to confirm the child's place. A second deposit of £400 is payable three months later. The deposits held will go towards the child's last fee payment, provided correct notice has been given
- Fees are charged for the deliverance of Quran / Arabic / Islamic Studies lessons, with reception children receiving five lessons per week
- Siblings receive a 10% discount on fees charged

Table 3 - Early Years: Reception (children accessing 15 hours free entitlement funding)			
1 st Deposit: (due on admission)	£600		
2 nd Deposit: (end of first term)	£400		
Reception Child	Autumn 2019 (14 weeks)	Spring 2020 (12 weeks)	Summer 2020 (12 weeks)
(Please deduct 10% if your child has an older sibling at Date Valley)	£1190	£1020	£1020
Optional Before School Morning Hifdh Sessions (Reception)	£5.00 per session		
<ul style="list-style-type: none">• The 15 hours free entitlement provision is delivered over 5 mornings• Reception parents accessing 15 hours Free Entitlement are charged fees for the deliverance of Quran / Arabic / Islamic Studies• A breakdown of charges is available to view upon request			

Table 4 - Early Years: Reception (children not accessing the free entitlement funding)	
1 st Deposit: (due on admission)	£600
2 nd Deposit: (end of first term)	£400
Reception Child	One term's fee:
First Child: (Please deduct 10% if your child has an older sibling at Date Valley)	£1426 (from the term after the child turns 5)
Optional Before School Morning Hifdh Sessions (Reception)	£5.00 per session

New Admissions - Year 1 to Year 6:

- A deposit of £600 is payable to confirm the child's place. A second deposit of £400 is payable three months later. The deposits held will go towards the child's last fee payment, provided correct notice has been given

Table 6 - Primary	
1 st Deposit: (due on admission)	£600
2 nd Deposit: (end of first term)	£400
Primary:	One term's fee:
First Child:	£1611
Second Child (10% discount):	£1450
Third Child (20% discount):	£1289

Table 7 – Miscellaneous Charges	
Breakfast Club	£4.00 per session
After School Care	£4.00 per session
Optional Before School Morning Hifdh Sessions (Reception)	£5.00 per session
Compulsory Swimming (Years 3 and 4)	£85 per annum
Compulsory Gymnastics (Years 5 and 6)	£102 per annum

Additional charges are payable for: school trips and some school events.

All fees are reviewed annually, by the Trust Board. Parents will be informed of fee increases in March of every academic year with the increase coming into effect in September of every academic year.

Payment schedules:

Parents / guardians are required to pay the school fees in accordance to one of the schedules given below:

- 1) **Annually**
- 2) **Termly:** Parents / guardians pay before the beginning of each term; three weeks before the end of each term for the following term
- 3) **Monthly (over 10 months):** (If this method is agreed upon, you will receive notice of the exact amount to be paid each month)
 - Any deposit payments due are to be settled in full prior to monthly payments commencing
 - Monthly installments should come in on the 2nd of each month
 - Monthly installments should be paid via standing order unless a different payment method has been requested and authorised by the school
 - An arrangement for the payment of fees by installments may be cancelled by the school, should parents / guardians default and installments are not received by the due dates. In such cases the full amount of outstanding fees shall be payable immediately

Cheques should be made payable to 'Date Valley School Trust'.

Charges for unpaid cheques:

A charge of £30 per cheque may be requested to cover the cost incurred by the school for cheques not cleared due to insufficient funds.

Are there any exceptions:

We expect all parents / guardians to meet their legal obligations by paying their child's / children's fees in full before the commencement of the academic year, termly before the start of each term and on or before the 2nd of each month in case of ten monthly installments. Any arrangement to pay the school fees by installments must be agreed with the school and the right of refusal remains with the school.

What happens if the fees remain unpaid?**Recovery Process:**

- Email reminder will be sent home 5 - 10 days after the fees are due in
- A meeting will be organised between the parent / guardian should payment due not be forthcoming 15 days after the fee payment is due
- Non-payment escalation to the Trust Board 30 days after the fee payment is due and full payment has not been received. A £25 administration fee will be payable at this point
- Exclusion of the child / children from the school 14 days after communication with the Trust Board and full payment has not been received
- Legal action perusal if fees remain outstanding after a further 28 days

Legal Action:

- We reserve the right to pursue legal action and to notify Credit Reporting Agencies of non-payment
- We will employ debt collection agencies or companies / legal firms specialising in school fee recovery
- We will pursue parents for non-payment of fees and parents assume full responsibility for all costs related to the pursuit of fees including but not limited to legal fees, and any additional costs incurred in that process
- The school may disclose facts regarding unpaid fees to the new school that the child (children) attend or proposes to attend
- The school reserves the right to withhold any information and property whenever fees are overdue

Reduction or refund of fees:

- Fees will not be reduced for missed sessions or days due to the 'Staggered Starts' settling in procedure
- For mid-term admissions fees will be calculated according to the number of weeks / sessions attending
- Fees will not be refunded or waived for absence through sickness, or absence due to term time holidays, or other authorised leave of absence
- There will be no refund of fees if a child is removed permanently from the school on the basis that his/her conduct has been unsatisfactory (whether on or off school premises, or in or out of term time), or has been prejudicial to the good order or reputation of the school, and that the continued presence of the child is incompatible with the interest of the school. There will be no refund of fees in these circumstances (and all unpaid fees must be settled) and fees in lieu of notice will not be charged

Can I withdraw my child for a term or a year?

- Legally, every child over the age of 5 is required to attend a school and receive an education. Any child who is, without prior written permission from the Headteacher, absent from class for 2 weeks or portions thereof, will receive a letter requesting an explanation. If the child remains absent for the 3rd week or portions thereof, a first warning will be sent. After 4 weeks, 2nd and final written warnings will be sent. If these are not responded to, it will result in the removal of the child's name from the school register and his/her place will be offered to others on the waiting list. The local authority will be informed
- Parents / guardians must give a term's written notice in advance, before withdrawing their child / children from the school or a term's fees will be payable in lieu. (see below)

What is written notice?

- Parents / guardians must give a term's written notice before withdrawing their child / children from the school
- If written notice has not been received a term in advance, a full term's fees will be payable regardless of whether the child attends
- Nursery and Reception parents in receipt of the free entitlement funding should note, if their child is withdrawn before the school has received funding for the term, they will be required to pay the 'entitlement' part of the fees, along with the top up fees due for the term
- Only written notices emailed to managingdirector@dvst.org.uk will be deemed valid and those notices given orally to any member of staff (including staff from the Senior Leadership Team) will not be accepted
- Written notices received in the first week of a term for the next term will be accepted. Notices handed in after the first week for the next term will not be classed as being received a term in advance and therefore a full term's fees will be payable
- Please look on the school website for deadline dates for handing in notice of withdrawal for each academic term

If you require further clarification on these regulations please speak to a member of the administration team.

Jazakumullahu Khairun,

Date Valley School.