

# Fees (Year 1 to Year 11)

## Policy

### Introduction

This document sets out the policy of The King's School concerning the setting of annual fees, the determining of assisted places, and the pursuing of non-payment of fees.

### Annual Fees

Fees for the forthcoming school year will be set by the School Governors and communicated in writing to all parents during the preceding spring or summer term. These will reflect the real cost of educating each child, based on the budget for the coming year.

Fees should be paid to the School by Direct Debit on the 5th of each month for 12 months of the year, the first payment being due on 5th September. Direct Debit forms must be returned to the school in a sealed envelope marked "for the attention of Mrs Joanna Powell, Bursar" by the due date. Any other proposed method of payment must be agreed in writing with Mrs Powell well in advance of the beginning of the academic year. All matters concerning School Fees must be settled before the pupil begins to attend school.

### Withdrawal of pupils

Where parents notify us between September and June that they wish to withdraw their children from the school, the two following months' Direct Debit payments will be due after the date of notification of withdrawal. The pupil(s) may remain in the school for this time. Where a pupil remains in the school until 30 June of the academic year then the full 12 months' payments will be payable, regardless of when notification was given.

### Fees assistance

Assistance may be available to parents who feel they are unable to pay full fees for the academic year. In this case an Assisted Places application form must be completed. We regret that we cannot consider any requests for assistance with fees without this form being fully completed. Completed forms must be returned to the school in a sealed envelope marked 'School Fees Committee' by the due date. We regret to say that forms delivered after this date will not be eligible for consideration.

All requests for assistance will be dealt with by the School Fees Sub-Committee. All information provided on the forms will be dealt with in absolute confidence. Where proposed fees seem acceptable to the School Fees Sub-Committee, parents will be notified of this as soon as possible and asked to complete a direct debit form. This sub-committee may request a meeting with some parents to discuss proposed giving before making its decision. Our experience is that agreement can be reached at this meeting; but if this is not possible, the final decision shall lay with an Appeal Committee, comprising one member of the School Fees Sub-committee, for OCC members the Community Head of the family involved or the Chair of Governors, and the Senior Pastor of Oxfordshire Community Churches.

*Revised June 2013*

Part of Oxfordshire Community Churches Senior Pastor Rev Stephen Thomas Registered Charity 1056921.

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### **Non-Payment of School Fees**

We recognise that occasionally families may get into financial difficulties, perhaps because of changing circumstances. Where this happens, parents should immediately contact the Bursar or Chairman of the School Fees Sub-Committee to outline the problem. We are always ready to talk.

If fees have not been paid in any particular month, and no contact has been made as outlined above, a standard letter will be sent to parents by the School Bursar within two weeks of the due date requesting that the oversight receive immediate attention.

Where no reply is received, or no action is taken within seven working days of that letter, a further letter will be sent drawing the matter once again to parents' attention.

If there is still no response, or adequate explanation within 10 working days, the parents will be asked to attend a meeting with a member of the School Governors, and, in the case of members of the Oxfordshire Community Churches, their local pastor, or, in the case of parents who are not church members, the Chair of the School Fees committee, to resolve the matter.

If, at the end of this process no action has been taken to ensure payment of all missing fees, or an adequate explanation received on defaulted or shortfall payments, the School reserves the right to ask the parents to remove their child or children from the school at the end of that half-term.

### **Ongoing Financial Support**

All parents are asked prayerfully to consider continuing to support the School financially in some way after their children have left, as an expression of their gratitude to God.

While we would ask all parents to consider this, **we would particularly draw this point to the attention of those parents who have received financial assistance from the school or church over the years, since it is only through fellowship in this way that the system of Bursary funding can continue. We would suggest that it is not unreasonable to look to make up the past shortfall of fees over the coming years.**

### **Contact**

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