



Terms and Conditions

FEES

1.1 Fees: may include alone or in combination any of the Registration Fee, tuition fees, fees for extra tuition, other extras such as clothing and equipment, photographs or other items ordered by the Parents or the Pupil or charges arising in respect of educational visits, or damage where the Pupil alone or with others has caused willful loss or damage to School property or the property of any other person (fair wear and tear excluded), or bank charges arising from default in Fees payment or late payment charges if incurred. School fees are inclusive of Pupils' Personal Accident Insurance Cover.

1.2 Payment of Fees: The Parents jointly and severally agree to pay the Fees applicable to each Term directly to the School. Except where a separate agreement has been made between the Parents and the School for the deferment of payment of Fees, Fees for each Term are due and payable as cleared funds before the commencement of the School Term to which they relate. Where monthly payments have been agreed, these must be on the 1st of each month and balances must be clear by the end of each term. If an item on the fees invoice is under query, the balance of that fees invoice must be paid. The School reserves the right to refuse a payment if it is not satisfied as to the identity of the payer or the source of the funds.

1.3 Payment of Fees by a third party: An agreement with a third party (such as an employer, grandparent, step-parent without parental responsibility or third party credit provider) to pay the Fees or any other sum due to the School does not release the Parents from liability if the third party defaults and does not affect the operation of any other of these terms and conditions unless an express release has been given in writing, signed by the Business Manager. The School reserves the right to refuse a payment from a third party.

1.4 Indemnity: If the School is required to pay all or part of any sum received from a third party credit provider on behalf of the Parents, the Parents shall indemnify the School against all losses, expenses (including legal expenses) and interest suffered or incurred by the School.

1.5 Refund or waiver: Save where there is a legal liability including liability under a court order or under the provisions of this agreement to make a refund or reduction Fees will not be refunded reduced or waived if:

1.5.1 the Pupil is absent through illness; or

1.5.2 a Term is shortened, or a vacation extended; or

1.5.3 the Pupil is released home before or after public examinations or otherwise before the normal end of a Term; or

1.5.4 the School is temporarily closed due to adverse weather conditions; or extenuating

St John's Priory School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment.



circumstances.

1.5.5 for any reason other than exceptionally and at the sole discretion of the Head in a case of genuine hardship.

1.6 Exclusion for non-payment: The School reserves the right to exclude the Pupil on three days' written notice if Fees are overdue for payment or if the Parents fail to provide information reasonably requested by the School about the identity of the payer of any Fees or the source of the funds. If the Pupil is excluded for a period of 28 days, he / she will be deemed withdrawn without Notice and a Term's Fees in lieu of notice will be payable. Exclusion in these circumstances is not a disciplinary matter and is not subject to the Complaints Procedure. The School may withhold any information, character references or property while Fees remain overdue but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the Pupil.

1.7 Late payment: Save where alternative provisions for the payment of interest are contained in a separate consumer credit agreement made between the Parents and the School, a charge of £50 will be made for late payment of fees. The Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the School in the recovery of any unpaid Fees regardless of the value of the School's claim.

1.8 Part-payment: Any sum tendered that is less than the sum due and owing may be accepted by the School on account only. Late payment charges may be applied to any unpaid balance of Fees, as set out in clause 1.7.

1.9 Appropriation: Save where the Parents expressly state the contrary, the School shall allocate payments made to the earliest balance on the Fees account. The Parents agree that a payment made in respect of one child may also be appropriated by the School to the unpaid account of any other child of the Parents.

1.10 Installment arrangements: An agreement by the School to accept payment of current and / or past and /or future Fees by installments is concessionary and will be subject to separate agreement(s) between the Parents and the School. Where there are inconsistencies between these terms and conditions and those of any installment agreement or invoice issued by the School to the Parents (as applicable), the terms and conditions of the installment agreement or the invoice shall prevail.

1.11 Composition schemes: An arrangement under which a lump sum advance payment of Fees is made by or on behalf of the Parents will be the subject of a separate agreement.

1.12 Scholarships, Bursaries and Discounts: Every scholarship, or other award or concession is a discretionary privilege, subject to high standards of attendance, diligence and behaviour on the Pupil's part and to the Parents treating the School and its staff reasonably. The terms on which such awards are offered and accepted will be notified to Parents at the time of offer. Any value attached to a scholarship shall be deducted from Fees before any other concession is calculated or assessed. Discretionary discounts will not be applied in addition to any scholarship but bursarial support for financial hardship may be applied via the school's means tested process.



A 5% sibling fee reduction may be applied to full-fee paying families who have more than one child in YR-6 and is applied to the oldest child only.

1.13 Fees increases: Fees are reviewed annually and are subject to increase from time to time. If the Parents receive less than a Term's notice of a Fees increase they may give to the School written notice of withdrawal of the Pupil within 21 days and will not be liable to pay Fees in lieu of notice and the Acceptance Deposit will be refunded without interest less any sums owing to the School.

1.14 Information about fees: The Parents consent to the School making enquiries of the Pupil's previous schools for confirmation that all sums due and owing to such schools have been paid. The Parents also consent to the School informing any other school or educational establishment to which the Pupil is to be transferred if any Fees of this School are unpaid.

1.15 Identity of Fees payer: From time to time the School may need to obtain satisfactory evidence of the identity of a person who is paying Fees, such as sight of a passport.

1.16 Notice Periods. A full term's notice in writing is required for the withdrawal of a pupil from the school. The school reserves the right to charge fees for a term or any part of a term where notice has not been given. Withdrawal of a pupil from any additional tuition (SEND, Music or Extra-Curricula) requires notice of one half term in writing, before the first day of the new term. The school reserves the right to charge for additional tuition where such written notice has not been provided.

1.17 Fees for After School Care. After school charges are payable termly in arrears and are calculated from the after school register. A £20 charge may be applied for late collection from After School after 6pm.