

NOTES: Fees for Academic Year 2018-19

ACADEMIC FEES AND ADDITIONAL CHARGES

- Fees are set in the May preceding the new academic year. There are three terms in each academic year.
- Payment of fees: Academic fees and additional charges billed in advance are payable on or before the first day of each term. Additional charges billed in arrears are payable on or before the first day of the following term. If parents would like to pay academic fees (plus additional charges) on a monthly basis, please contact the Bursar's Office for details of a facility offered by School Fee Plan which may be of interest.
- Late payment: The right is reserved to make late payment charges from the first day of each term, including all administration and legal costs incurred on any sums that are unpaid by the due date. If a payment is returned by the payees bank, the right is reserved to charge a £10 administration fee towards the cost of dealing with the collection of the outstanding amount.
- Method of payment: Payment of fees is acceptable by cheque, bank transfer or via School Fee Plan.
 - By cheque: Cheques should be made payable to RUSSELL HOUSE SCHOOL LTD and should be returned with the remittance slip to the Bursar's Office
 - Bank transfer: Please quote your child's name as a reference. Our bankers are
 - HSBC Bank, 146 The Street, Rustington, West Sussex, BN16 3DB
 - Sort code: 40-28-23
 - Account no: 81378260
- Academic Fees are inclusive of:
 - Compulsory Inclusive Pupils' Personal Accident Insurance
 - Lunch (including match teas when applicable)
 - Outings and talks organised as part of the academic curriculum (excluding Residential Trips), unless you are given prior notice and agreement obtained. Outings include the cost of transport to and from venues.
 - Leavers' programme activities (excluding Residential Trips)
 - Stationery and dictionaries when appropriate. Replacement of lost or damaged books will incur a charge.
- Additional Charges (included on the Academic Fee invoices):
 - Curriculum support lessons and Pre-Prep additional sessions are billed in advance. If a child starts part way through a term, these will be billed in arrears.
 - All other additional charges i.e. Russell Rainbows etc, are billed in arrears.
 - After School Care: Russell Rainbows is the after school waiting group which runs daily between 1600 and 1800 during term time. Places can be booked termly as a regular arrangement or used on an ad hoc basis. Spaces can be booked with the School Administrator. All children in Robins, Nursery, Transition and Form 1 can also attend the after-school care group Russell Rainbows (up to 6pm). Places **must** be booked in advance (notice for Pre-Prep places **must** be at least 48 hours). Payment for attendance is billed in arrears.
 - Late collection of children are billed in arrears. If parents/guardians are delayed in collecting children at the end of the school day or after Activities, the children will automatically be moved to Russell Rainbows. There will be a 15 minute grace period without charge. Thereafter, a charge will apply pro-rata for every 15 minutes spent in Rainbows or part thereof. There will also be an additional charge of £7.50 for late collections from Russell Rainbows after 1800. You will be asked to sign your child out on collection to acknowledge the charge(s) incurred.

Please note that the Governors reserve the right to exclude from the school any child for whom fees have not been paid. Governors also reserve the right to make any school to which a child transfers early aware of any obligations left outstanding and to make similar enquiries of a school from which a child is joining.

TERMS OF WITHDRAWAL

- Withdrawal from the school: A full term's notice is required before withdrawal of a pupil. Notice must be in writing addressed to and received by the Head, before the first day of the term by the end of which the pupil will leave. A full term's fees are payable in lieu of notice at the rate that would have applied had the pupil attended.
- Withdrawal from curriculum support and the Activity Programme: A half a term's notice is required should a pupil wish to cease curriculum support or any sessions in the Activity Programme. Notice must be in writing addressed to and received by the Head, before the first day of term (expiring at half term) or before half term (expiring at the end of term). Otherwise, fees for the ensuing half term are payable in lieu of notice.
- Withdrawal from private music lessons: A half a term's notice is required should a pupil wish to cease private music lessons. Notice must be in writing addressed to and received by the pupil's music teacher, before the first day of term (expiring at half term) or before half term (expiring at the end of term). Otherwise, fees for the ensuing half term are payable in lieu of notice.

Any queries on the above should be referred to the Bursar.
Further information is contained in our Terms and Conditions
Tel: 01959 522352 Email: tkp@russellhouse.kent.sch.uk