



Russell House

Fees for Academic Year 2023-24

ACADEMIC FEES

Please refer to the notes and withdrawal terms section of this document.

		Per Term
Form 7 & 6	Full Days	£5,590
Form 5	Full Days	£5,425
Form 4	Full Days	£5,100
Form 3 & 2	Full Days	£4,865
Form 1	Full Days	£4,400
Transition	Fee for 5 mornings per week*	£2,550
	Fee per full day per term	£1,010
Nursery	Fee for 5 mornings per week **	£2,460
	Fee per full day per term	£995
Russell Robins	Fee for 2 mornings per week***	£930
	Fee per full day per term	£930

* From Transition, all children stay for a minimum of five mornings per week, with the option of additional afternoon sessions. See fees below for Afternoon School.

** In Nursery, children attend a minimum of three morning sessions per week, up to a maximum of five with the option of additional afternoon sessions. See fees below for Afternoon School. For less than 5 mornings, the Nursery fees are pro-rata i.e. £495 per morning per term.

*** For Russell Robins, all children stay for a minimum of 2 mornings per week with the option of additional sessions.

ADDITIONAL CHARGES

(included on the Academic Fee invoices)

Curriculum Support (Ten private lessons per term) £235

Please refer to the notes and withdrawal terms section of this document.

Pre-Prep (Robins - Form 1) Additional Sessions

- Transition:
Fee for one session per week per term £510
Fee for single extra session ad hoc £50
- Nursery:
Fee for one session per week per term £495
Fee for single extra session ad hoc £50
- Russell Robins:
Fee for one session per week per term £465
Fee for single extra session ad hoc £45
- After School Care : Pre booked sessions with Rainbows
Per first hour £10
Per session £15

*Please refer to the notes section of this document for further details,
including the charge for late collection of children.*

- Accompaniment and rehearsal for music examinations £30
- Music Examinations - *varies in accordance with grade and examination board entered.*

EXTRA CURRICULAR LESSONS, ACTIVITIES AND FEES

(included on the Academic Fee invoices)

Music Lessons (Ten private lessons per term) £260

Music Teachers invoice parents directly. Please refer to the notes and withdrawal terms section of this document.

Activity Programme (lunchtimes and after school)

- All externally run activities £80
- All other activities £65

*Booking forms for the Activity Programme are sent during the preceding term.
Should the teacher running the club be unavailable, they will make every effort to make up for the lost session, otherwise credits will be given. Credits are not given in any other circumstance.
Please refer to the notes and withdrawal terms section of this document.*

Registration Fees

- First Child £300
- Subsequent Children £200
- Waiting List £100

Registration and waiting list forms are available on request from the Registrar. Payment is made upon completion of a form.

NOTES: Fees for Academic Year 2023-24

ACADEMIC FEES AND ADDITIONAL CHARGES

- Fees are set in the preceding 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 payee's 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: The preferred payment method of fees is bank transfer or via School Fee Plan.
 - 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 after-school care is available every afternoon from 4.00pm - 6.00pm. Places can be booked termly as a regular arrangement or used on an ad hoc basis. Please note for booking that we require 48 hours notice. Payment for attendance is billed in arrears.
 - Late collection of children charges 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 £15 for late collection from Russell Rainbows after 6.00pm, per 15 minutes or part thereof. 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: bursar@russellhouse.kent.sch.uk