



Russell House

Fees for Academic Year 2025-26

ACADEMIC FEES

Academic Fees are inclusive of lunch, Pupils' Personal Accident Insurance and outings which are arranged as part of the curriculum. From 1st January 2025, independent school fees for Form 1 and upwards became subject to VAT. All Fees and Charges are stated inclusive of VAT where applicable. Further details are provided in the notes below.

		Per Term
Form 7 & 6	Full Days	£7,275
Form 5	Full Days	£7,060
Form 4	Full Days	£6,640
Form 3 & 2	Full Days	£6,330
Form 1	Full Days	£5,715
Transition *	Fee for 5 mornings per week	£2,850
Nursery **	Fee for 3 mornings per week	£1,650
Russell Robins ***	Fee for 2 mornings per week	£1,030

* In Transition, all children stay for a minimum of five mornings per week, with the option of additional afternoon sessions. See fees below for Additional Sessions for Pre Prep.

** In Nursery, children attend a minimum of three morning sessions per week, with the option of additional morning or afternoon sessions. See fees below for Additional Sessions for Pre Prep.

*** In Russell Robins, all children stay for a minimum of two mornings per week, with the option of additional morning or afternoon sessions. See fees below for Additional Sessions for Pre Prep.

ADDITIONAL SESSIONS FOR PRE PREP (Robins to Transition)

Transition	Fee for an extra afternoon session per week per term	£570
	Fee for one single extra afternoon session, ad hoc	£60
Nursery	Fee for an extra morning or afternoon session per week per term	£550
	Fee for one single extra morning or afternoon session, ad hoc	£60
Russell Robins	Fee for an extra morning or afternoon session per week per term	£515
	Fee for one single extra morning or afternoon session, ad hoc	£60

ADDITIONAL CHARGES

Curriculum Support (Ten private lessons per term) £320
Please refer to the notes section for further details.

After School Care: Pre booked sessions with Russell Rainbows:

Per first hour £15
Per session £20

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

EXTRA CURRICULAR LESSONS, ACTIVITIES AND FEES

Music Lessons (Ten private lessons per term) £285
Accompaniment and rehearsal for music examinations or scholarship assessments £30

Music Teachers invoice parents directly.

Please refer to the notes section for further details.

Music Examinations - varies in accordance with grade and examination board.

Activity Programme (lunchtimes and after school):

All externally run activities £110

All other activities £90

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.

REGISTRATION AND WAITING LIST FEES

Registration Fees:

First Child £425

Subsequent Children £275

Waiting List £140

Registration and Waiting List forms are available on request from the Registrar.

Payment is made upon completion of a registration or waiting list form.

NOTES: Fees and Charges for Academic Year 2025-26

ACADEMIC FEES AND ADDITIONAL CHARGES

- All Fees, Additional Charges and Extra Curricular Lessons and Activities are included on the Academic Fee Invoices.
- Fees are set in the preceding academic year. There are three terms in each academic year.
- All Fees and Charges are quoted inclusive of VAT, where applicable.
- 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.
- 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:
 - Lunch (including match teas when applicable).
 - Compulsory Inclusive Pupils' Personal Accident Insurance.
 - 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 Sessions and Charges (included on the Academic Fee invoices):
 - Additional Sessions for Pre-Prep, Curriculum Support, Music Lessons and the Activity Programme Charges are billed in advance. If a child starts part way through a term, these will be billed in arrears.
 - All other charges including ad-hoc Additional Sessions for Pre-Prep, Russell Rainbows and Music Accompaniment and Examinations 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:** A half a term's notice is required should a pupil wish to cease curriculum support. 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