

**Colours Academy Payment of School Fees Policy**

**Last review: April, 2021**

**Next review: April, 2022**

**(Updated April 2021) New amendments have been made to this policy, for changes being inputted from September 2021.**

The prompt payment of the school fees is integral to the continued running of the school.

School fees are always due on or before the start of the current school term and are non-refundable.

Term dates are published on the school website and are available in the school to review for all relevant parties.

The aim of this policy is to ensure a non-bias, non-discriminatory and fair approach method to all involved.

The objective of this policy is to ensure there is consistency in terms of approach and methodology. It is imperative that a standard process exists and that all involved are aware of this.

Excursions and additional elective clubs outside of school hours are of an additional fee which depends on the contents of the activities involved. No profit is gained from the school from these additional activities.

**School Fees structure from September 2021:**

Please note that the school are only admitting pupils attending 5 days a week from September 2021. We are also incorporating a sibling discount, which are structured as follows:

* 2 siblings attending – 5% discount.
* 3 siblings attending – 10% discount.
* 4 or more siblings attending – 15% discount.

Please note all pupils attending need to be attending full time. Sibling discounts do not apply for pupils who attend less than 5 days.

School fees will be invoiced at the beginning of the school year, with the option to pay either yearly, termly or in monthly instalments as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Days** | **Monthly Instalments:** | **Termly instalments:** | **Annual fee:** | **Annual fee with sibling discount (Full time only):** |
| Full Time | £550.00 | £2,200.00 | £6,600.00 | 2 siblings (5% off) £12,540.00  3 siblings (10% off) £17,820.00  4 siblings (15% off) £22,440.00 |
| 4 days | £525.00 | £2,100.00 | £6,300.00 | NA |
| 3 days | £375.00 | £1,500.00 | £4,500.00 | NA |
| 2 days | £250.00 | £1,000.00 | £3,000.00 | NA |

Any clubs cost £3.00 per club, per day.

**Payment of Fees**

Parents/guardians agree to pay the fees applicable for each term directly to the schools nominated bank account.

Fees for each term are due and payable as cleared funds before the commencement of the term. School fees invoices are broken down into the number of flexi or full time sessions there are in the term. If an item on the invoice is to be disputed, the remaining undisputed portion of the fees must still be paid on time. Flexi sessions are required to be paid during the school holiday month of August. Full time educational fees must also continue to be paid by parents to ensure that their child’s place is maintained.

Accepted methods of payment for fees include; BACs transfer (or if by agreement with head teacher a cheque will be accepted).

Any returned cheques will be subject to a £20 fee, where upon the balance due must be paid using cleared funds.

An agreement with a third party (such as an EHCP) 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 Head teacher.

If parents are removed from, or cancel their plan agreement (for whatever reason) and any fees are unpaid, this will incur an administration charge of £25. The parents will then need to agree a payment plan with the accounts department of Colours Academy. The accounts department email is [accounts@colours.academy](mailto:accounts@colours.academy)

**Instalment Arrangements**

An agreement by the school to accept payment of fees by instalment is concessionary and will be subject to separate agreement between the school and parents/guardians.

Both full time and flexi sessions invoices are broken down into four monthly payments across the term. Weekly payments may only be accepted upon request and decision of both the school proprietor and accountant, however these are very rare. Parents have the option to either pay the full year, term or pay on a monthly basis.

Any agreement will be confirmed in writing by both parties at the start of term by both parents/guardian and the school.

Parents whom have an existing agreement to pay instalments via the bank will continue to do so, as long as the agreed amount is paid on time as arranged.

**Late payments**

If parents have entered into a payment plan with the school and more than one payment is missed, then the school reserves the right to request the full payment immediately.

If payments are continuously missed or instalments are routinely paid late, appropriate action which could include exclusion will be taken. This will be discussed further and may involve inclusion back to school once payment is made up to date.

A £20 admin fee will be charged if fees are not paid on time.

Parents/guardians will be expected to bring their arrears up to date within four weeks of notice of late/missed payments. If this is not the case then above procedure/possible exclusion will be withheld.

If a debt rises to an unacceptable level, Colours Academy reserve the right to exclude the student on five days written notice if fees remain overdue.

If a pupil is excluded for a period of 28 days, he/she will be withdrawn and a term’s fees in lieu of notice will be payable immediately by the parents/guardians.

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.

**Refund or waiver of school fees**

With exception of legal liability under a court order or under the provisions of this agreement to make a refund, fees **will not** be refunded or waived if;

The pupil is absent through illness

A term is shortened or a vacation extended

The pupil is released home before the normal end of the school day

The school is temporarily closed due to; adverse weather conditions

If a parent is not satisfied with the general education of their son/daughter.

Or for any other reasonable reason.

**Fee Increases**

Fees are reviewed annually and are subject to increase from time to time.

If parents receive less than a term’s notice of a fees increase they may give to the school notice of 21 days without being liable to pay fees in lieu of notice.

**Information about fees**

The parents consent to the school making enquiries of the student’s previous schools ensuring all fees and sums owed have been paid.

The parents also consent to Colours Academy informing any prospective schools i.e. transferring to, that fees owing to Colours Academy are paid/unpaid.

**Indemnity**

The parents shall indemnify Colours Academy against all losses, expenses (including legal expenses) and interest suffered or incurred by the school if Colours Academy is required to repay all or part of any sum paid to it by a third party credit provider on behalf of the parents.

Signed: Victoria Poole-Birrell (Head Teacher and Proprietor at Colours Academy)