

# TKS Fees Policy (Y1-11)

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### **1. Introduction**

This document sets out the policy of The King's School concerning the setting of annual fees, the determining of assisted places, and the pursuing of non-payment of fees.

### **2. Annual Fees**

Fees for the forthcoming school year will be set by the School Governors and communicated by email to all parents during the preceding spring or summer term. These will reflect the real cost of educating each child, based on the budget for the coming year.

Fees should be paid to the School by Direct Debit on the 5th of each month for 12 months of the year, the first payment being due on 5th September. Direct Debit forms must be returned to the school marked for the attention of the Bursar by the due date.

### **3. Activity and Trip fees**

Details and charges for trips or activities will normally be advised in writing, with specific payment guidelines as necessary. Applications for help with the cost of trips/activities over £10 can be made by application to the Bursar.

### **4. Withdrawal of pupils**

Where parents notify us between September and June that they wish to withdraw their children from the school, the two following months' Direct Debit payments will be due after the date of notification of withdrawal. The pupil(s) may remain in the school for this time. Where a pupil remains in the school until 30 June of the academic year then the full 12 months' payments will be payable, regardless of when notification was given.

### **5. Fees assistance**

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Assistance may be available to parents who feel they are unable to pay full fees for the academic year. In this case, all requests for assistance should be made by email to the Bursar. All requests for help with fees is subject to means testing.

All requests for assistance will be dealt with by Assisted Places or Bursary Committee. All information provided on the forms will be dealt with in absolute confidence. This sub-committee may request a meeting with some parents to discuss the amount requested in assistance before making its decision. Our experience is that agreement can be reached at this meeting; but if this is not possible, the final decision shall lay with an Appeal Committee, as determined or delegated by the Chair of OCC Trustees. The appellant is invited to bring a companion with them to any interview.

## **6. Payment holidays**

In exceptional circumstances applications for a pause in fee payments should be made to the Bursar as soon as possible after a problem arises. Requests will be considered on a case by case basis by the Assisted Places committee. If assistance for longer than 6 months is required then an application for Fees assistance may be made, however this will not remove the need for repayment to be made of fees suspended during the payment holiday.

## **7. Non-Payment of School Fees**

We recognise that occasionally families may get into financial difficulties, perhaps because of changing circumstances. Where this happens, parents should immediately contact the Bursar to outline the problem. We are always ready to talk.

If fees have not been paid in any particular month, and no contact has been made as outlined above, a standard email will be sent to parents within 5 working days of the due date requesting that the oversight receive immediate attention.

Where no reply is received, or no action is taken within ten days of that letter, a second email will be sent drawing the matter once again to parents' attention.

If there is still no response, or adequate explanation within 10 days, the parents will be asked to attend a meeting to resolve the matter with a member of the School Governors and, in the case of members of the Oxfordshire Community Churches, their Church pastor, or, in the case of parents who are not OCC members, the Bursar.

If, at the end of this process no action has been taken to ensure payment of all missing fees, or an adequate explanation received on defaulted or shortfall payments, the School reserves the right to ask the parents to remove their child or children from the school at the end of that half-term, and will continue to pursue the payment of outstanding fees and any costs incurred by the school during this process.

## **8. Ongoing Financial Support**

All parents are asked prayerfully to consider continuing to support the School financially in some way after their children have left, as an expression of their gratitude to God.

While we would ask all parents to consider this, we would particularly draw this point to the attention of those parents who have received financial assistance from the school or church over the years, since it is only through fellowship in this way that the system of financial assistance can continue.

## **9. Contact**

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