



Saint Pierre School,
16 Leigh Road, Leigh-on-Sea, Essex SS9 1LE

Fee Payment Policy

Policy Owner (Position)	Last Updated By (Name)	Date of Last Review	Date Next Review Due
Headmaster's PA	Tilly Davies	9 Dec 24	9 Dec 25

Saint Pierre School – Fee Payment Policy

Background

As an independent school we have a Fee Payment Policy in place to clarify expectations. As set out in the Terms and Conditions, those signing the Fee Payer Declaration are expected to pay all fees. Once agreed, a place will be offered to their child, if a place is available but no place is secure until the registration fee and deposit have been paid.

Statement

Fees applicable are set out on the fees list and cover the normal curriculum together with all books, some stationery, lunches, snacks and swimming where applicable.

Responsibility

Fees are the responsibility of each person who has signed the Fee Payer Declaration form and who has parental responsibility for the pupil.

An agreement with a third party to pay the fees or any other sum due to the school does not release parents from any liability under the Terms and Conditions.

Aim

To clarify the expectations of:

- Fee payments
- The action to be taken as a consequence of late payment and non-payment.

Objective

That all parties are clear on the terms and conditions of fee payments, deadlines for fee payments and consequences of late and non-payment of fees

Where and to whom the policy applies

The policy applies to:

- The person who has signed the registration form
- The person who has parental responsibility for the pupil
- The fee payer

Payment Options

Annual Payments

Annual payments must be received one calendar month before the start of the new academic year. A discount of 5% may be applicable using this option.

Termly Payments

Termly payments must be received one calendar month before the start of each term.

Monthly Payments

Monthly payments must be received by the 1st of each month as stipulated on the invoice. If the payment is not received by the 3rd the child will not be allowed into school until it has been paid.

How to pay

Payments can be made through bank transfer or standing order for monthly agreements. Cheques and cash are no longer accepted.

Late Payments

If parents are struggling to make payments due to unforeseen circumstances, please contact the school as soon as possible.

Late payment charges of 4% will be incurred together with administration and legal costs.

In the event of default of payments for 30 days or more, any agreements for paying by instalments will cease automatically. The full amount of fees then due will be payable forthwith as a debt and interest will start to accrue.

The school will charge the person(s) responsible for paying the fees all legal costs incurred in recovering the debt.

If fees are not paid in full by half term, the school reserves the right to exclude the child(ren) concerned. In cases of repeated late payment the school reserves the right to exclude children at any time.