



Fee Collection Policy & Procedure

Updated: 08-26
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Next Review: 09-29
Approved by: Governors

This Policy applies throughout the School from EYFS to Year 6.

Policy

Parents or guardians are alerted to the requirement to pay school fees on or before the first day of term in 2 ways:

1. The School's Terms and Conditions supplied with the Acceptance Form (also known as the Parent Contract)
2. The fee invoice

It is the School's policy to pursue outstanding fees actively and to take the necessary steps to recover them. If fees remain uncollected by half-term, the School reserves the right to exclude the pupil until the outstanding balance has been paid.

Procedure

Action	Timing
• Determine fees outstanding on Debtors List • Check fees received via bank transfers and childcare vouchers	End of week 2 of term (week 3 in Autumn term)
• Bursar to email to 'remind' that fees have not been received and to record responses	Start of week 3 of term
• Determine which fees are still outstanding as above	End of week 3 of term
• Bursar to email to inform that fees are due 'by return'	Start of week 4 of term
• Bursar to send repeat email/phone and to consider mentioning an administrative charge of £150	Start of week 5 of term
• Bursar/Head/Governor to inform parents or guardians by letter and/or email that pupil may not return to school after half term until all outstanding fees are paid in full	Start of week 6 of term
• Bursar to consider mentioning/appointment of a debt collection agency or lawyers	Second half of term

Notes

1. At all points, parents or guardians will be invited to contact the Bursar
2. If a parent or guardian advises that payment will be difficult, the School will discuss payment options. Care will be taken not to contravene the Consumer Credit Directive