

26th April 2021

In the name of Allāh, the Most Merciful, the Bestower of Mercy

As-salāmu 'alaikum wa rahmatullāhi wa barakātuh

Important Information – Must Read

Dear Parents and Carers,

We are happy to announce that the Board of Directors have decided to 'freeze' the School Fees for the next academic year 2021/2022. This means that you will continue to pay the same fees as this academic year, Alhamdulillah (see attached Fees Policy for details).

Does this mean that the costs will not increase next year for the school?

Although the school fees for parents will remain the same the actual cost of running the school does increase year after year. This is due to increases related to staffing, additional resources, Ofsted inspections, improvements to the school building, and other costs related to running the school.

How will the school manage to keep the school running financially?

The school will continue to raise funds through community projects, donations, and reducing expenditure wherever possible, insha'Allāh.

How can I help?

We request that parents and carers make payments towards the school fees on time. This is vital for us to keep the school open and to continue providing a much-needed not-for-profit school within our community.

Additionally, parents and carers, their families, and community members can aid the school by helping and assisting in fundraising projects.

May Allāh preserve our school and community, Aameen.

Jazākamullāhu khaira,

The School Finance Team



School Fees Policy 2021/2022

School Fees Policy

The school fee is set by the Governing Board of Directors. The fee for the 2021/2022 academic year will remain as £2,880 per annum per child.

It is important that you read and understand the information within this document as it forms the school's 'Fees Policy'. Please note that your acceptance of the school place(s) for your child/ children is an automatic acceptance of the terms and conditions of the school fees policy therein.

School fees at a glance

School Fees 2021-2022			
Payment Plan	Option 1: Yearly	Option 2: Termly	Option 3: Monthly
	Payable by standing order or cash on: 1st August 2021	Payable by standing order or cash on: 1st August 2021 17th December 2021 22nd April 2022	Payable by standing order or cash on the 1 st of each month commencing from: 1st August 2021 - 1st July 2022)
One Child	A single payment of £2,880 at the beginning of the academic year.	A payment of £960 for each term.	A monthly payment of £240 on the 1 st of each month
Two Children	A single payment of £5,616 at the beginning of the academic year.	A payment of £1,872 for each term.	A monthly payment of £468 on the 1 st of each month
Three Children	A single payment of £8,352 at the beginning of the academic year.	A payment of £2,784 for each term.	A monthly payment of £696 on the 1 st of each month
Four Children	A single payment of £11,088 at the beginning of the academic year.	A payment of £3,696 for each term.	A monthly payment of £924 on the 1 st of each month

The 5% discount on the second child onwards has been included in the above calculations

Fee Payment Dates

Option 1: The full payment can be made at the beginning of the academic year. This must be by **no later than 1st August 2021**.

Option 2: Termly payments need to be made before the beginning of each new term. This must be by **no later than: (see dates below)**

Term 1: **1st August 2021**

Term 2: **17th December 2021**

Term 3: **22nd April 2022**

Option 3: The school fee can also be paid by standing-order through your bank or building society or in cash at the school office over 12 months starting on **1st August 2021** and concluding with the final payment on 1st July 2022. It is due on the **1st of every month**. Standing Order Forms can be obtained from the school office, completed, and returned to your respective bank or building society for setting up. **NOTE:** Sufficient notice period of 5 working days must be given to your bank/ building society prior to the due date of the first payment to ensure no payments are missed. Payment of your child/ children's school fees is your obligation under this Schools Fees Policy and confirmed by the agreement of acceptance of your child/childrens school place(s).

Our school fees are inclusive and cover the teaching of the regular curriculum and the additional subjects of Qur'an, Arabic, and Islamic Studies. Also, the use of school books and equipment is included. Other costs, for example, school camping trips and educational trips are charged for separately during the course of the year, and will be subsidised where possible by the school.

Administration Fee: £40 - this covers administration costs and is non-refundable for all **new applications**. Receipt of an application form and payment of the registration fee is not confirmation or guarantee of a school place for your child/ children.

This School Fees Policy also includes the Late Payments Policy (see page 4). This informs you of the action that the School will take in the event where School Fees are delayed or withheld.

For any queries regarding payment of fees please contact Ozan Bedir or Shakeel Ahmed on the school phone number 0121 772 4567 or by email at ozan@greenfieldsprimary.school & s.ahmed@greenfieldsprimary.school

Late Payments Policy

All those who do not pay the school fees by the specified dates above will be given a seven days notice and the child will be considered for removal from the school register and then will not be allowed back in.

To reinstate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates.

If you are experiencing or expect any difficulties in the payment of fees then **you** must contact the school and discuss with the School Finance Manager prior to the due date, so that we may be able to offer assistance and support.

Please note that this policy forms part of the School Fees Policy and affects your child's place at Greenfields Primary School.

Removing children from school

Parents must complete a pupil withdrawal form which is available on our website (or it can be obtained from the school office) in order to remove their child/ children from the school as in accordance with condition (k) on page 6 of the Terms and Conditions attached. This is a requirement by the school and in the absence of this notice, the child's details may be passed onto the local education authority to pursue with the parents directly. Also, note that the parents or carers will be liable to pay school fees for the duration of the notice period.

Terms and Conditions

(a)

All the costs incurred in the usual course of the education by the School of your child, including the provision of most educational materials and as outlined in the School Fees Policy, shall be met by the fees unless otherwise notified by the School.

(b)

Any extra-curricular activities such as trips and visits in which you agree in advance for your child to participate shall be deemed to be supplemental to items met by the fees and charged for accordingly. In particular, any charges incurred by the School in providing for the additional educational needs of your child shall be charged as supplemental to the fees.

(c)

Each fee-payer is liable for the whole of the fees due and any supplemental charges due, unless the School has expressly agreed in writing with the persons to look exclusively to any other person for payment of the fees or any part of them.

(d)

If your child has been awarded a bursary, your liability will be for the amount of fees due after taking account of that award. An award may be withdrawn if, in the opinion of the Head Teacher, your child's attendance, progress, or behaviour no longer merits the continuation of the award but any such withdrawal of an award will not operate so as to increase the fees due in respect of a term which has already commenced. Where it appears likely to the Head Teacher that, for academic reasons, an award may be withdrawn from your child, you shall be notified in advance.

(e)

Each term's fees accrue separately and the fees payable in respect of each term fall due on the date specified above of that term. The fees must be paid in full either by cash, standing order, or direct bank transfer by the specified day of the term.

(f)

All supplemental charges must be paid in full either by cash or direct bank transfer by the first day of the then-forthcoming term.

(g)

We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to the payment of supplemental charges.

You consent to our informing any other school or educational establishment to which you propose to send your child of any outstanding fees.

(h)

The fees will be reviewed from time to time and may be increased by any such amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term where possible. However, Greenfields Primary School reserves the right to increase the school fees as necessary, without a fixed notice period, to meet its financial obligations including those costs that may become a financial burden as set by the Government as it relates to legal National Minimum Wage and National Living Wage, etc. in the duration of the school academic year. Any change may be notified to you by letter, email, or via our website. Furthermore, any new fees policy will automatically supersede any previous policy issued prior and therefore your prior acceptance of a school place for your child or children will be deemed your acceptance of the new amended fees policy.

(i)

Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

(j)

All those who do not pay the school fees by the specified dates above will be given 7 days' notice, the child considered for removal from the school register, and then will not be allowed back in. To reinstate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly in accordance with the agreed due dates. If you experience difficulties in the payment of fees then you must contact the school and discuss with the School Finance Manager prior to the due date.

(k)

The parent or carer hereby agree that the school place for their child/ children is offered and accepted on a contract period of no less than the full academic year. Any parent/ carer that may wish to withdraw their child/ children must give notice in writing no less than 4 weeks and remain liable for fees accordingly for the duration of that period. This condition is likewise applicable to those parents or carers accepting school places prior to the start of the new academic year and or term and then withdrawing their child/ children prior to the start of the academic year/ term.

(l)

The school is obligated to recover all outstanding school fees and any additional costs may be passed on to the school fee-payer. Failure to pay upon request will mean that your details will be passed onto our contracted money collection services and may be pursued through the Courts at your cost. Additional administration costs incurred by the school will also be claimed against the fee-payer in full.