



# TERMS AND CONDITIONS 2023/2024

## Nursery – 2 Months to 2 Years

### Basis of Charges

- Nursery fees include 45.2 weeks of care as standard.
- Fees include all meals. Parents are required to provide all nappies, food and bottles until babies can eat nursery food. Dietary requirements and allergies will be accommodated where possible.
- A non-refundable registration fee is payable by all new pupils.
- Fees are payable in advance either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually by 1<sup>st</sup> September 2023.
- If payment of fees is not made on the due date then interest of 10% may be added.
- For those who enter mid-year, the fees are calculated according to the date of entry.
- There is no reduction in fees if a child is absent due to illness, holiday and adverse weather conditions or for any other reason. In addition, the school will not be in breach of its obligations or otherwise be liable to you by reason of delay in performance or non-performance of its duties due to any event outside of its reasonable control. Such events include, without limitation: fire, war, acts of terrorism, strikes or other industrial action, infectious diseases and epidemics.
- Any request for changes to core hours must adhere to the notice period terms and conditions, one full month is required for the Nursery Department up to the age of 2. Extra hours will be made available as soon as practicable.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in case of a sick child or in an emergency, will be charged £20 after one hour and £20 for every subsequent hour, until they arrive.
- Parents are liable for all costs, fees and charges including any costs reasonably incurred by the school in the recovery of unpaid school fees. The school reserves the right to exclude a pupil on 2 days' notice if fees are overdue for payment to the school, exclusion under these circumstances is not a disciplinary matter for the pupil.



# TERMS AND CONDITIONS 2023/2024 *(Continued)*

## Notice Period

- In the Nursery department, up to the age of 2, the notice period is one full month given by letter to Matron. Failure to give the required notice will result in one month's fees being charged in lieu of notice.
- By opting for the term time only fee structure for your 2 year old, you are agreeing to the terms and conditions for the Pre-Prep department.

## Introductory Discount

- When a current or past family introduces a new family to the school, there is a one-off discount of £1,500 for both families, providing the new child is full time. A pro-rata sum is given based on the hours on starting, if the new child is part-time.
- Both the families will receive the discount after the new child has completed a full term.

## Sibling Discount

- Sibling discount is applied for younger brothers and sisters on the tuition element of the fees.
- Sibling discount will be applied after any other discounts or reductions have been taken into account but before the annual payment discount.

## Other Discounts

- Annual payment discount of 5% is available if fees are paid in full by 1<sup>st</sup> September 2023. The discount will be allowed on the element paid upfront if also paying monthly by childcare vouchers. Annual payment discount is applied after all other discounts and reductions have been taken into account.

***These Terms and Conditions are deemed to supersede the Terms and Conditions for 2022/23. Your agreement to these terms and conditions is implied when your child starts the new school year from September 2023 onwards.***