



# TERMS AND CONDITIONS 2024/2025

## Pre-Prep - 3 to 4 Years

### Basis of Charges

- Fees are calculated over 34.6 academic weeks this year for term-time only children. In addition, there are 11 optional weeks of playscheme. Combined fees include 45.4 weeks of care.
- Fees include all meals. 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 2<sup>nd</sup> September 2024.
- If payment of fees is not made on the due date then interest of 10% may be added. Where monthly fees are not received by the due date (1<sup>st</sup> of each month), a late payment charge of £25 per child per month will be applied to the account. Persistent late payments may result in exclusion.
- 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 complete term is required in the Pre-Preparatory Department. 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 2024/2025 *(Continued)*

## Notice Period

- In the Pre-Preparatory department, one complete term's notice must be given by letter to the Head of EYFS. A terms written notice means that notice must be given before or on the first day of term and expires at the end of that term. In circumstances where a terms written notice has not been received, fees in lieu of notice at the full applicable rate for the next term will be payable. Provisional notice is only valid for the period for which it is approved and only when provided in writing to the Head of EYFS.

## Introductory Discount

- When a current or past family introduces a new family to the school, there is a one-off discount of £2,000 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. Only one family can make the introduction and therefore receive the discount.
- Both 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

- There is a one off bonus discount available to the children moving from Class 4 into Class 5 at Milton Keynes Preparatory School of £2,000. The discount is applied to the annual invoice at the start of the new academic year, if for any reason the child leaves the school during the academic year the discount will be limited to £750 for each full term completed. Not applicable for children in receipt of other financial assistance.
- Annual payment discount of 5% is available if fees are paid in full by 2<sup>nd</sup> September 2024. 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 2023/24. Your agreement to these terms and conditions is implied when your child starts the new school year from September 2024 onwards.*