



FEES POLICY

Drumduan School has no access to state funding at present and is, therefore, wholly dependent on tuition fees, fundraising and donations.

It is the policy of the School that parents pay fees for their child's education.

1. Parent Financial Agreements (PFAs)

Each family is required to sign a Parent Financial Agreement, to demonstrate that the financial policies have been read and understood.

Please note, however, that the school will deem, in law, that by sending a child to the School, the parent(s) in question have accepted and entered into a binding contract with the school to pay all School fees charged, in line with the policies which have been shared with them by email. This is the case regardless of the presence of a signed contract.

2. Payment options

The School offers 3 payment options, as shown below, and parents are required to indicate their chosen payment option on their signed annual PFA. This is necessary to enable the School to effectively plan and manage Cash Flow.

The options offered are:

- Monthly standing order: 12 payments, to be paid between 1st and 15th of each month.
- Quarterly payment in advance: 4 payments, to be paid before 15th of each of August, November, February and May.

- Yearly payment in advance: To be paid in full before 15th August.

N.B. Monthly payments can only be accepted by standing order.

3. New students

Where a child joins the School after the beginning of the School year, fees will commence from the beginning of the half term during which the child started to attend Drumduan. Fees for half a term are calculated as one sixth of the total annual fees for the class.

For all new students, the first term is on a trial basis. An invoice will be sent for the first term's fees, which is payable in advance except by prior arrangement. Should they not wish their child to continue beyond the trial term, parents are required to give the school written notice to be received at least one month in advance of the start date of the new term. Failure to provide one month's notice will result in fees being due for the new term.

4. Notice period

For all students who have been enrolled in the school for more than one full term, one full term's written notice is required, prior to withdrawing a child from Drumduan School. Failure to provide one full term's written notice will result in the fees for that term being due. However, there are 2 notice points in the first term.

The table below illustrates the fees payable pertinent to the point of notice.

Notice given before	Fee liability ends
1st day of the Summer holiday	October holiday
1st day of Autumn term	December holiday
1st day of Spring term	Easter holiday
1st day of Summer term	Summer holiday

5. Annual Fee Review

Annual fee amounts are reviewed every year and fees will be set for each academic year prior to the end of the preceding Spring Term. The School will inform parents of their precise fee obligation for the coming year during the Summer Term, through the issuing of fee invoices for the year.

The PFA is issued annually in order to reflect the updated fees for the current year. The requirement to provide notice of withdrawal remains in place for the duration of the student's time at Drumduan and does not end with each school year.

Action	By Whom	Date
Reviewed	G. Barrett / S. Summers / WL Yong	April 2023
Date of next review		March 2024

ARREARS POLICY

Drumduan School is a registered charitable company and is subject to stringent financial and legal responsibilities and duties. School Trustees, as Directors of the company, have a legal obligation to ensure that the School is run correctly. Drumduan School requires and expects timely payment of all invoices owed.

1. Communication with the School

Should you, as a parent, find it impossible to meet your financial obligations under your contract to the School (PFA), you must advise the School Business Manager or Finance Manager as soon as you become aware of your situation. The School will take as sympathetic an approach as possible, with due regard to the School's financial position and commitments.

2. Arrears Procedures

Should you fall into arrears with payment of tuition fees or other invoices, the following procedure will be followed:

- a. The Finance Manager will notify Trustees monthly of any families who are in arrears with tuition fees, and those families will also be notified, and immediate payment requested.
- b. A meeting may be requested between parent/s, Finance Manager and/or Trustees with regard to a family's individual circumstances, where a mutually acceptable agreement will be sought.
- c. Parents who do not respond to emails, attend a mutually arranged meeting or arrange payment of arrears within 2 weeks of notification of arrears, will be sent a formal Arrears Letter by email and post. **A fee of £30 will be applied to this 2nd, and any subsequent, arrears letter(s) sent. This is to contribute towards administrative costs incurred.**

- d. After this point, should there be no satisfactory resolution within the timeframe given in the Arrears Letter, the School reserves the right to charge interest and / or to pursue collection of monies owed using a third party (debt collection agency). This will be used as a last resort where all other methods of securing payment have failed.

- e. In cases where there is an outstanding fee balance on a family's School fee account at 31st July and no payment plan has been agreed, the School also reserves the right to ask that a child or children do not return to Drumduan from the beginning of the new academic year in August.