



@Princess May Primary School, Princess May Road
London, N16 8DF

Office Address: c/o Hackney Council for Voluntary Service, HCVS
The Adiaha Antigha Centre, 24-30 Dalston Lane, London, E8 3AZ
Tel: 02079238350 Mobile: 0748 4356 541 E: office@acschool.org.uk
Website: www.acschool.org.uk

FEE PAYMENT POLICY

The African Community School is an Ofsted and charity registered community organisation, and our survival is dependant upon timely receipt of fees from parents and funders as we have many outgoings', i.e. wages, rent and operating costs. Thus, we must operate a strict payment fee policy about payment of fees.

METHODS

Fees of £35.00 are payable **first day/ Saturday of each month or £120.00 termly and weekly fees at £20 each Saturday** regardless of the numbers of Saturday in each month. Non-payment within the time limit could result in the place occupied being reallocated as at the next month. The procedure then followed will be as stated in the complaint policy.

Parents working for the group who have children registered at the school are liable for the full cost of the sessions attended by their children

A one-off **registration fee of £15.00** to cover the cost of the child's record file is payable for each child.

We regret that the fees are payable even if your child is occasionally absent for whatever reason, as our overheads remain the same.

African Community School can only offer children whose parents receive **income support and jobseekers with enough evidence a discounted fee of £30.00 per month** (payable first Saturday).

If taken holidays during the term time a **half monthly fees retainer must be paid** to keep your child's place.

A half term's notice of your child leaving the school must be given; otherwise you will be liable to pay for the place booked by you.

In certain circumstances, Social Services may assist financially, or weekly payments can

always be arranged with the Project Manager. If anyone has any problems regarding payment of fees, they can always contact the Co-ordinator or the Treasurer to discuss the matter.

Saturday School Fees

£100 to £120 Per child per term or £35.00 per month

Number of children	Price per term/month (£)
One	£120 per term or £35.00 per month
Two	£230 per term or £70 per month
Three	£330 per term or £90 per month
Four	£440 per term or £120 per month

If you are receiving child tax credit, please contact Inland Revenue and Customs for help and any parent that needs more information can contact the ACS office on 0207 9238350 or 07484356541.

SCHOOL TERMS

Autumn Term: September – December (£120)

Spring Term: January- March/April (£120)

Summer Term: May – July (£100)

FUNDING

The group funding is through various funders.

Parents wishing to take up extra sessions not covered by the grant may do so at a cost relevant to the value of the funding for that term.

UNPAID DEBT

Until an outstanding debt from a previous sibling has been settled the next sibling will not be offered a place in school.

If a family has shown from previous siblings that they find school fees challenging to pay, the school reserve the right to postpone the next sibling's entry.

The ACS management committee reserve the right to recover unpaid debt, in accordance with the recommended procedures.

I hereby acknowledge that I have had an opportunity to read and have read and understood the terms of the fees policy and I agree, on behalf of my daughter/son/group to be bound by the terms of this policy.

FEE PAYMENT POLICY

Name of Parent/Carer:

Signed:

Date:

Student Name: _____

Year Group: _____