



Office Address: c/o Hackney Council for Voluntary Service, HCVS
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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, it is vital we operate a strict policy about payment of fees.

METHODS

Primary: Fees of **£35.00** are payable **first day/ Saturday of each month or £120.00 termly.**

Secondary: Fees of **£40.00** are payable **first day/ Saturday of each month or £140.00 termly** and regardless 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 are in receipt of **income support and jobseekers with enough evidence £30.00 per month for Primary and £35.00 per month for secondary** (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.

No refunds will be given for any classes missed due to non-attendance/part refund may be payable on full year payments with a minimum of one month's notice and subject to administration charges.

Parents are expected to pay in advance for 2 months' deposit on the monthly payment on the day of registration to secure a place for their children. This will go towards the last 2 months of tuition and will not be refundable.

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

For Primary School

£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
Additional child from same family	£100 per term or £35 per month

For Secondary School

£120 to £140 Per child per term or £40.00 per month

Number of children	Price per term/month (£)
One	£140 per term or £40.00 per month
Additional child from same family	£120 per term or £40 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

Spring Term: January- March/April

Summer Term: May – July

FUNDING

The group funding 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 difficult to pay, the school reserve the right to postpone the next sibling's entry.

The management committee of the school 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: _____

Mobile Number: _____ **Email:** _____

Signed: _____ **Date:** _____

Student Name: _____

Year Group: _____