



Office Address:

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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.

FEES

Fees are mandatory for all students attending the Saturday School and are non-refundable.

PLEASE NOTE that fees are paid for the entire term or monthly, with one month in advance for parents paying monthly. There are no reductions or discounts for missed classes, and if you/your child start(s) after the beginning of term, you will be subject to the full term's fees.

Unfortunately, due to the schedule being reliant upon student confirmation in advance, factors which prevent student attendance at the Saturday School outside of the control of ACS (such as illness, intervention by third parties, including schools, riots, war, or other public emergencies) will not constitute reason for a refund.

Class missed can only be made up if directly agreed with the ACS office.

In the case of absence, the ACS office must be notified by email, or mobile on 07484356541.

METHODS

Primary: Fees of **£35.00/ month** plus additional one month in advance are payable **first day/ Saturday of each month or £120.00 termly.**

Secondary: Fees of **£40.00/month** plus additional one month in advance 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 Programme Manager. If anyone has any problems regarding payment of fees, they can always contact the Programme Manager 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 plus additional one month in advance.

Number of children	Price per term/month (£)	Weekly day fee
One	£120 per term or £35.00 per month	£20
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 plus additional one month in advance

Number of children	Price per term/month (£)	Weekly day fee
One	£140 per term or £40.00 per month	£25
Additional child from same family	£120 per term or £40 per month	

Help paying for childcare: If you are paying for an Ofsted registered scheme to look after your child, you may be able to get Tax Credits or Universal Credits to help meet the costs. For details, visit: www.hmrc.gov.uk/TAXCREDITS or <https://www.gov.uk/universal-credit> or call 0345 300 3900. Any parent that needs more information can contact the ACS office on 0207 9238350 or 07484356541.

SCHOOL TERM SCHEDULE

Autumn Term: September – December

Spring Term: January- April

Summer Term: April – July

2023 TERM SCHEDULE

Spring 2023

14th, 21st, 28th January

4th, 11th, 25th February (18th Half Term)

4th, 11th, 18th, 25th March

Summer 2023

22nd, 29th April

6th, 13th, 20th, 27th May (3rd June Half Term)

10th, 17th, 24th June

1st, 8th, 15th July (22nd, 29th July Half Term)

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: _____