African Community School
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Registered charity no. 1087936

FEE PAYMENT POLICY

Saturday School · Academic Year 2026/2027

Fees at a glance

- **Primary:** £135 per term (better value) or £45 per month
- **Secondary:** £150 per term (better value) or £50 per month
- **One-off registration fee:** £20 per child
- **Deposit:** 2 months' fees, paid on registration (credited to your final 2 months)
- **Payment due:** the first Saturday of each month
- **Notice to leave:** half a term, in writing

1. PURPOSE OF THIS POLICY

African Community School (ACS) is a registered charity and community organisation. Our survival depends on receiving fees from parents and funders on time, as we have ongoing outgoings including wages, rent and operating costs. We therefore operate a strict policy on the payment of fees.

This policy explains what you will pay, when it is due, and what happens if fees are not paid. Please read it in full and sign the declaration on the last page.

2. FEES

Fees are mandatory for all students attending the Saturday School and, other than in the limited circumstances in section 6, are non-refundable.

2.1 Primary school fees

Number of children	Price per term / month	Weekly day fee
One child	£135 per term or £45.00 per month	£25
Additional child (same family)	£120 per term or £45.00 per month	£25

Monthly payers also pay one month in advance.

2.2 Secondary school fees

Number of children	Price per term / month	Weekly day fee
One child	£150 per term or £50.00 per month	£30
Additional child (same family)	£130 per term or £50.00 per month	£30

Monthly payers also pay one month in advance. Fees are the same regardless of the number of Saturdays in the month.

2.3 Registration fee

A one-off **registration fee of £20.00** is payable for each child, to cover the cost of the child's record file.

3. HOW AND WHEN TO PAY

Payment option	When it is due
Monthly	On the first Saturday of each month, plus one month paid in advance.
Termly	In full, on or before the first Saturday of the term.
Weekly	By arrangement with the Programme Manager only.

Paying termly is better value

Across a full year, the termly rate works out cheaper than paying monthly:

- **Primary:** £405 a year termly, against £495 paid monthly — a saving of £90
- **Secondary:** £450 a year termly, against £550 paid monthly — a saving of £100
- **Sibling rates** (£120 primary, £130 secondary per term) are only available on the termly option

Based on three terms and eleven monthly payments a year, per the term dates in section 9. Termly payment also helps the school plan ahead — see section 10.

3.1 Ways to pay

Invoices are generated online and sent to you through Square. You can settle an invoice in any of the following ways:

- Bank transfer — our preferred method. Account details are shown on your invoice.
- Online digital invoice — pay by card using the payment link on your Square invoice.
- Card reader — pay by card in person at the ACS office.

We recommend bank transfer wherever possible.

3.2 Deposit

Parents are required to pay a deposit equal to 2 months' fees on the day of registration to secure a place. This deposit is credited towards the final 2 months of tuition and is not refundable.

3.3 Starting mid-term

If you or your child starts after the beginning of term, the full term's fees are payable.

3.4 Parents who work for the group

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

4. ABSENCE, MISSED CLASSES AND HOLIDAYS

Reporting an absence. Please notify the ACS office by email at office@acschool.org.uk or by phone on 07484 356 541.

Fees remain payable if your child is absent, for whatever reason, as our overheads remain the same. There are no reductions or discounts for missed classes.

Because our timetable relies on students confirming attendance in advance, circumstances outside the control of ACS — including illness, action by third parties such as schools, riots, war or other public emergencies — do not qualify for a refund.

A missed class can only be made up if this is agreed directly with the ACS office in advance.

Holidays in term time. If your child takes a holiday during term time, a half-monthly fee retainer must be paid to keep their place.

5. LEAVING THE SCHOOL

You must give half a term's notice in writing if your child is leaving the school. Without this notice, you remain liable to pay for the place you have booked.

6. REFUNDS

No refunds are given for classes missed through non-attendance.

The only exception is full-year payments: a part refund may be payable, subject to a minimum of one month's written notice and to administration charges. Deposits are never refundable.

7. LATE PAYMENT AND NON-PAYMENT

If fees are not paid within the time limit, the place occupied may be reallocated from the following month. The procedure that then applies is set out in our Complaints Policy.

7.1 Unpaid debt and siblings

- Where an outstanding debt from a previous sibling has not been settled, the next sibling will not be offered a place.
- Where a family has previously found school fees difficult to pay, the school reserves the right to postpone the next sibling's entry.
- The management committee reserves the right to recover unpaid debt in accordance with the recommended procedures.

8. HELP WITH PAYING FEES

If you are having difficulty paying, please speak to us early. In certain circumstances Social Services may be able to assist financially, and weekly payment arrangements can be made with the Programme Manager. Please contact the Programme Manager or the Treasurer to discuss your situation in confidence.

Help paying for childcare. Government childcare support, including Tax-Free Childcare and the Universal Credit childcare element, can only be claimed for providers registered with Ofsted. Please check with the ACS office before making any claim based on fees paid to us. For current guidance visit www.gov.uk/tax-free-childcare or www.gov.uk/universal-credit, or call 0345 300 3900.

9. SCHOOL TERM SCHEDULE

Term	Months
Autumn term	September – December
Spring term	January – March
Summer term	April – July

10. FUNDING

Funding for the Saturday School is limited, and there is no additional grant available to cover any shortfall. Fees are what keep the school open — they pay for qualified and experienced teachers, room hire and day-to-day running costs.

This means late payment has an immediate effect. There is no reserve to fall back on, so when fees arrive late the school cannot simply absorb the gap. Paying on time, and paying termly where you can, directly protects your child's place and the running of the programme.

Where a session is not covered by funding, parents wishing to take it up may do so at the cost applicable for that term.

11. CONTACT

If you need any more information about fees, please contact the ACS office on 07484 356 541 or email office@acschool.org.uk.

PARENT / CARER DECLARATION

Please complete, sign and return this page to the ACS office.

I confirm that I have had the opportunity to read, and have read and understood, the terms of this Fee Payment Policy. I agree, on behalf of my daughter / son / group, to be bound by the terms of this policy.

Name of parent / carer	**Relationship to student**
Mobile number	**Email address**
Student name	**Year group**
Signed	**Date**

Office use only

Registration fee received	Deposit received	Received by / date