Windlesham School & Nursery



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23rd June 2016

Dear Parents and Carers

Please find on the following pages the Schedule of Fees for the academic year commencing September 2016. The Governing Body remains committed to the School’s ethos of providing an affordable private education and fees are kept as competitive as possible.

The parents’ survey earlier this academic year generated a lot of food for thought and we have started a range of initiatives to address some of the issues raised. We appreciate your responses, the majority of which were hugely complimentary and encouraging to all the staff. A full analysis of the survey results and our responses are available on the recently re-launched website [www.windleshamschool.co.uk](http://www.windleshamschool.co.uk).

A key element of our strategic plans outlined on the website is a major building project on the 180 classroom and gym part of the School site. The plans are currently being discussed with the Local Authority and the aim is to commence the building work in July 2017. The new facilities will include a larger purpose built gym/dining Hall with a kitchen and hot food serving area.

Following on from our refurbishment and relaunch of the Owlets Nursery, we shall be rolling out the programme of upgrading the Early Years facilities into Reception over this summer. Both classes will be furnished with a Smart Board and we will be continuing the fresh look and feel of the Nursery into these areas.

You may be aware that we started a programme of “drop-in” sessions for parents to meet with Governors and the Senior Management team. Mrs Bennett-Odlum and Mr Rowlands-Hempel (Chair of Governors) were very pleased to meet several of you at the first session last Thursday and we look forward to meeting more of you over the coming months. We continue to seek to improve communication with parents in as many ways as possible.

Many of you are now following and “liking” the Windlesham School Facebook page, this is now the main location for news and features on all the exciting activities the children enjoy at School and on visits. We also launched the Engage Parent Portal this year and plan to extend its functionality over the coming months to include more information on the events calendar and bookings for clubs, trips and squads. We hope that you find these communication innovations helpful.

On behalf of the Governors, I would like to wish you and your child a successful end of term and a very happy summer holiday.

Yours sincerely

Mr N. Baxter, Vice Chair of Governors

**Windlesham School Schedule of Fees**

# 2016/2017

# The following fee structure applies from September 2016:

## Termly Tuition Fees

***Nursery All day*** ***£1890\****

***Nursery Mornings only*** 8.30 am to12 mid-day ***£1200\****

***Nursery 3 full days £1370\****

### Reception £2200\*

### Years 1 & 2 £2490

### Year 3 £2650

### Years 4 to 6 £2810

### \* This is the full fee cost which does not take account of funding for EYFE hours from the Local Authority . Reception pupils currently benefit from the EYFE funding until the term after they are 5 years old. If the EYFE funding were to be withdrawn, the School would need to charge parents the full termly fees.

### Termly Extra Activities and Clubs

### Dance Ballet & Jazz 8 Sessions £58

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### Speech & Drama 8 Sessions £58

***All Other Clubs (£7.25 per session)*** 8 Sessions ***£58***

## Other Charges

### Learning Support as requested or recommended in consultation with

### the Headteacher and Class Teacher per half hour Session £12

***Milk (Optional)*** per term ***£20***

Please note that there may be other sundry charges e.g. School outings, tickets for some events, but you will receive notification of the relevant charge to be made by separate correspondence.

If you wish your child to discontinue an extra activity or Club, **a term’s notice** must be given in writing to the Headteacher. Please ensure that if you wish to terminate the following activities and optional extras: Milk, Learning Support, Speech and Drama and Ballet which automatically carry on into the new academic year, you should give notice before the end of the previous Summer term.

Please note that all School Fees are charged ***in advance***: all extras and Clubs are charged ***in arrears.***

***Registration £60***

##### This is a non-refundable fee to register your child with the School and cover administration.

### School Deposit £300

Please note that this will be charged when the offer of a place is made and confirmed. This amount will be held on account until the pupil leaves Windlesham School. The amount is then offset (without interest) against the final invoice. This charge is non-refundable in the event of the child not starting the School.

### Family Discounts

A ***5% discount*** is applied to the second and subsequent children from the same family attending the School at the same time.

### Payment Options

* Payment in full on or before the first day of term
* Paying by instalments – please contact the Bursar for details.

Payments should be made by bank transfer (preferred) or cheque. No cash payments in excess of £500 per term will be accepted by the School.

If you wish to make payments direct through our Bank, the following information would apply:

Account Name: Windlesham School Trust Ltd

HSBC Bank Sortcode: 40-25-06

Account No: 21413635

IBAN No: ` GB76MIDL40250621413635

**Please ensure that you add your child’s surname and initial as the reference.**

Please note that no other payment terms are acceptable unless agreed in advance with the Bursar.

### Other Payment Details

### Payment Charges

***Unpaid Cheques***

Where payments are not honoured i.e. a cheque returned to the School unpaid, a surcharge of £10 will be added to the fee account.

***Interest***

A charge of ***4% above base rate per annum*** will be applied to any outstanding balance of fees in arrears.

### Bursaries

In accordance with Windlesham School’s ethos that all children should have access to affordable, private education, the School Governors have established a Bursary Fund. Families of children entering Year 1 or above have the opportunity to apply for bursaries valued at up to 50% of the basic cost of school fees. The number of bursaries available is limited; therefore not all applications are successful.

The process involves completion of a detailed statement of financial circumstances and provision of financial details such as proof of income and bank statements. All applications and information provided are treated with the strictest confidentiality. This information is considered by the Bursaries Committee and awards are made as appropriate. The decision of the Bursaries Committee is final. Any resulting awards are subject to annual review and are offered on the absolute understanding that fees due are paid on time.

Requests for statement of financial circumstances forms should be made to the Bursar in writing or via email to accounts@windleshamschool.co.uk.

#### Early Years Free Entitlement

All 3 and 4 year old children resident in Brighton and Hove are currently entitled to Early Years Free Entitlement of 15 hours per week. Windlesham School currently offers the 15 free hours to pupils as indicated on each termly invoice. Further information is available from the Family Information Service on 01273 293545.

#### Friends of Windlesham Parents’ Association

A voluntary donation of £5.00 per child per term is charged on each invoice to support the many activities organised by the Friends of Windlesham throughout the year.

***Parents are reminded that a full term’s notice is required for their child’s withdrawal from the School.***