



**Michael Hall**  
WALDORF SCHOOL

**Michael Hall School**

**Tuition Charges & Other  
Financial Information**

**2024 – 2025**

**Fees\*\***

This leaflet provides a summary of charges applicable to pupils attending Michael Hall. More details are available from our accounts team at [creditcontrol@michaelhall.co.uk](mailto:creditcontrol@michaelhall.co.uk). Please see tables below of the current year's fees:

		Autumn Term	Spring Term	Summer Term	Annual
Saplings	3 Mornings Per Week	1,800	1,800	1,800	5,400
Saplings	4 Mornings Per Week	2,400	2,400	2,400	7,200
Saplings	5 Mornings Per Week	3,000	3,000	3,000	9,000
Saplings	1 Full Day	1,050	1,050	1,050	3,150

		Autumn Term	Spring Term	Summer Term	Annual
Kindergarten	3 Mornings Per Week	1,800	1,800	1,800	5,400
Kindergarten	4 Mornings Per Week	2,400	2,400	2,400	7,200
Kindergarten	5 Mornings Per Week	3,000	3,000	3,000	9,000
Kindergarten	1 Full Day	1,050	1,050	1,050	3,150

		Autumn Term	Spring Term	Summer Term	Annual
Lower School	Class 1	4,000	4,000	4,000	12,000
Lower School	Class 2	4,250	4,250	4,250	12,750
Lower School	Class 3	4,650	4,650	4,650	13,950
Lower School	Class 4	4,650	4,650	4,650	13,950
Lower School	Class 5	4,650	4,650	4,650	13,950
Middle School	Class 6	5,150	5,150	5,150	15,450
Middle School	Class 7	5,150	5,150	5,150	15,450
Middle School	Class 8	5,150	5,150	5,150	15,450
Upper School	Class 9	5,750	5,750	5,750	17,250
Upper School	Class 10	5,750	5,750	5,750	17,250
Upper School	Class 11	5,750	5,750	5,750	17,250
Upper School	Class 12	5,750	5,750	5,750	17,250

\*\*Please note that if you start part way through a term your fees will be calculated for that term only on a weekly basis (School year is calculated over 35 school weeks). Please note fees are also exclusive of VAT.

**Afternoon Club:**

- LS Afternoon Club: £25.00 per session
- Early Childhood Afternoon Club (Per Afternoon): £39.00 per ad hoc session. All other afternoon club bookings are covered in the fees table above.
- Parent and Child (0-36 months): £14.25 per session

**Application Fee (non-refundable)**

A non-refundable fee is due on application. Charges are as follows:

- First child £125
- Subsequent children - an additional £30 per child
- Re-application £50. If you reapply to the school after 1 year
- If your child qualifies for Early Years Funding, you will be eligible for a refund

### Deposit

A non-refundable deposit of £500 will be required on receipt of your signed contract to secure your child's place in the following instances:

- To join Early Childhood
- Joining any class from 1 to 12

If your child is moving from Kindergarten to Class 1 a deposit of £250 will be required to secure a place.

The deposit will be taken off your first term's school fees. If you are paying by direct debit, your first direct debit will be reduced, and subsequent direct debits, as needed.

### Sibling Discounts

Charges are reduced for second and subsequent children who are being educated at Michael Hall simultaneously (excluding those in the Parent and Child group).

- Second child pays 87% of full fee
- Third child pays 81% of full fee
- Other children pay 75% of full fee

### Early Childhood Fees

The Early childhood fees are made up of a standard hourly rate and a care package rate. These vary depending on the child's age and sessions they attend. The care package includes, but is not exhaustive: organic snacks; natural craft materials; SENCO sessions; garden & woodland care and festivals.

Table A: For the terms before your child turns 3:

Mornings attended	Standard hourly rate	Care package rate
3	£8.20	£4.66
4	£8.20	£5.17
5	£8.20	£6.71

Table B: For the terms after child turns 3:

Mornings attended	Standard hourly rate	Care package rate
3	£5.42	£7.44
4	£5.42	£7.78
5	£5.42	£8.79

## Early Years Funding

We operate the government's universal early years (EYEE) funding for three-and-four-year olds which is available to every family and will be offset against the fees. For funded children the standard hourly rate in Table B above is completely free for 4 hours a morning. The care package rate is still payable. Please see the Early Childhood - Kindergarten fees and Early Years funding (for 3 to 5-year olds) leaflet in:

[www.michaelhall.co.uk/admissions/fees](http://www.michaelhall.co.uk/admissions/fees)

We also aim to give both disadvantaged 2-year olds and working families of 2-year olds access to 15-hour funding. For these funded children, the standard hourly rate in Table A above is free for 4 hours a session, but the care package rate remains payable. For more information on the criteria, please go to [www.michaelhall.co.uk/admissions/fees](http://www.michaelhall.co.uk/admissions/fees) to the Early Childhood - Saplings fees and Early Years funding (up to age 3) leaflet.

We do not offer HMRC's extended 30-hour funding.

## School Lunches

We are working to bring back school lunches. More information will be available in due course.

## Minibus Services

Daily minibus services run to and from the following areas:

- Brighton, Falmer and Lewes
- Tunbridge Wells
- East Grinstead station

They're all with intermediate stops en route to Forest Row. There is a set journey charge of £3.50 plus and an additional charge depending on the distance from school. The minibus fees will increase (or decrease) each term in line with the change in petrol and diesel prices.

Please enquire at [Reception@michaelhall.co.uk](mailto:Reception@michaelhall.co.uk) for more details.

## Other Charges

- The costs of some school trips are covered by the tuition fees. Other trips and outings are normally charged separately at cost. School trips will be charged a term in advance from the 2024-25 academic year.
- Exam fees are included in the tuition charge. Retakes are charged at cost.
- For those having instrumental lessons during the school day we charge £20 for the term for the administration.
- The charge for each lesson depends on the instrument taught, details of which can be found on our website at [www.michaelhall.co.uk/parents/music](http://www.michaelhall.co.uk/parents/music)
- Instrument Hire is £30 per term for violin, cello, flute, clarinet, oboe and double bass.
- Sports and other after school clubs are normally included in the tuition fee.

### Payment Terms:

Our payment methods for tuition charges are as follows:

- Annually in advance
- Termly in advance
- Direct Debit over 10 monthly payments (From September - June)
- Direct Debit over 12 monthly payments (From September - August)

Payments are due on the 5<sup>th</sup> of the month or before the first day of the new term. Please contact [creditcontrol@michaelhall.co.uk](mailto:creditcontrol@michaelhall.co.uk) for further information.

You will receive invoices as follows:

- Autumn Term - Sent in August
- Spring Term - Sent in December
- Summer Term - Sent in March

Extra charges will be invoiced at the end of each term. If you pay by direct debit these will be taken over the following 3 months direct debits. If you re not signed up to direct debit then all charges are payable on invoice.

All outstanding charges become due for immediate payment when a pupil leaves the school.

### Late Payments

We hold the right to charge late payment penalties as per the table below.

Timing	Action	Owner
Payment failed (window for disputing invoice is 21 days from issue date)	1 <sup>st</sup> chase e-mail	Credit Controller
Next stage	2 <sup>nd</sup> chase e-mail	Credit Controller
1 month overdue	Warning that late payment charge of £100 to be applied to parents' account. 14 days given to settle.	Credit Controller
2 months overdue	£100 penalty added. Further 14 days given with a warning given that child could be off rolled if no payment received by that date.	Credit Controller, Head of Finance
Further 14 days	We reserve the right to remove children from roll for unpaid fees.	Head of Finance, Principal

Exceptions to the above may be waived as part of an agreed payment plan subject to the approval of the Head of Finance. The school will generally only charge the first late fee if the school has not been contacted, in advance, to explain that the fee payment will be delayed.

### **Persistent Late Payers**

The School withholds the right to exclude students whose fees are consistently paid late. More than two separate instances of late payment per term would be considered a persistent issue. Persistent late payers will be asked to pay termly fees in advance, attracting a 5% surcharge.

### **Student exclusions**

If debts are > 6 weeks overdue, and no payment plan or resolution can be agreed in conjunction with the parents, the student may be excluded until the fees are paid in full.

The child would be excluded from school as a last resort and after appropriate discussions with the Chair of the Resources Committee and the School Principal. The School Principal would speak to the parents at this point.

As part of the process of accepting the pupil back into the school following exclusion, a financial review should be made to avoid a repeat occurrence. The re-admission of a pupil will be approved by the Business Manager, School Principal and Chair of the Resources Committee. Future fee payments should move to a termly in advance unless agreed otherwise.

### **Fees Based on the Ability to Pay**

The school runs a fee assistance scheme through which families on lower incomes are able to pay lower tuition charges. To qualify for this scheme, a detailed statement of income has to be provided to Bursary Administration Limited (BAL). Full details are published on the school website. Please note this scheme is not available to pupils in their first year at Michael Hall. There is no fee assistance for Parent and Child groups or Early Childhood.

### **Notice Period**

Notice dates are as follows:

Leaving date	Date notice must be given by
End of Autumn term	Friday 25 <sup>th</sup> October 2024
End of Spring half term	Friday 13 <sup>th</sup> December 2024
End of Spring term	Friday 14 <sup>th</sup> February 2025
End of Summer half term	Friday 28 <sup>th</sup> March 2025
End of Summer term, end of the school year	Friday 25 <sup>th</sup> April 2025

Notice must be received by email to [creditcontrol@michaelhall.co.uk](mailto:creditcontrol@michaelhall.co.uk) & [admissions@michaelhall.co.uk](mailto:admissions@michaelhall.co.uk)

Failure to give notice by the required date will incur 6 week's fees charged for period in question.