

Tuition Charges & Financial Information 2020 - 2021

This leaflet provides a summary of charges applicable to pupils attending Michael Hall. More details are available from our accounts team who can be contacted either via the School Reception (01342 822275) or at accounts@michaelhall.co.uk.

Application Fee (non refundable)

First Child £100; Subsequent children £25; Re-application £50. If your child qualifies for Early Years Funding, you will be eligible for a refund.

Tuition Charges

Our preferred payment methods for tuition charges are (i) ten equal monthly direct debits from September to June or (ii) termly or annual payment in advance.

Class	Annual charge
Parent and Child (per morning)	£428.75
Kindergarten (3 mornings / week)	£5,125
Kindergarten (4 mornings / week)	£5,765
Kindergarten (5 mornings / week)	£6,196
Class 1	£9,690
Class 2	£10,200
Class 3	£11,220
Class 4	£11,220
Class 5	£11,220
Class 6	£12,420
Class 7	£12,420
Class 8	£12,420
Classes 9 - 12	£13,310
LS Afternoon Club (per afternoon)	£17.50 per session
G Afternoon Club (per afternoon)	£19.95 per session

Sibling Charges

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

Kindergarten Fees

The Kindergarten fees are made up of a standard hourly rate of £4.23 and a care package rate. The care package rate varies from £6.62 for 3 mornings, £4.92 for 4 mornings and £3.64 for 5 mornings. The care package includes, but is not exhaustive: organic snacks; organic craft materials; Eurythmy sessions; Eurythmy therapy; SENCO sessions; garden & woodland care; festivals.

Early Years Grants

We operate the government's 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 above is completely free for 3 hours a morning. (NB: the care package rate is still payable).

We also offer the 30 hours funding to eligible families which covers the fees - charges due for School Lunches.

Fees Based on the Ability to Pay

The School runs a bursary 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 the School. Full details are published on the School website. Please note this scheme is not available for pupils in their first year at Michael Hall School.

School Lunches

School Lunches are currently unavailable due to the Covid-19 pandemic. Children are asked to provide their own packed lunches from Class 1 to 12.

Minibus Services

Daily minibus services run to and from (i) Brighton, Falmer and Lewes, (ii) Tunbridge Wells and (iii) East Grinstead Station, all with intermediate stops on route to Forest Row. Please enquire 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.

Exam fees are included in the tuition charge. Retakes are charged for at cost.

Music Lessons are charged at cost.

Instrument Hire is £25 per term for violin, cello, flute, clarinet, oboe, French horn & trumpet.

Sports and other after School Clubs are normally included in the tuition fee.

Payment of accounts

Our preferred payment method for tuition fees is ten equal direct debits commencing on 5th September 2020. Alternatively, the fee can be paid annually in advance no later than 5th September 2020 or in three termly instalments no later than the first day of each term by cheque or bank transfer. Payment by cash, standing order or other instalment method is not accepted.

Payment of “other charges” will be taken over 3 monthly direct debit payments per term in which the charge occurs. Invoices are issued as charges arise for those paying in advance. All outstanding charges become due for immediate payment when a pupil leaves the school.

Late payments

Late payment (regardless of method of payment) attracts the following penalties:

	Penalties (cumulative)
2 weeks overdue	£100
4 weeks overdue	5% surcharge on outstanding balance
>6 weeks overdue	5% surcharge on outstanding balance and 3 rd party debt collection fees

Persistent Late Payers

The school withholds the right to exclude students who 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.

Overdue debt collection process

Timing	Action	Owner
Payment failed	1 st chase e-mail < 1 week	MH Finance
2 weeks overdue	2 nd chase e-mail & letter (£100 penalty)	MH Finance
4 weeks overdue	3 rd chase e-mail & letter (5% surcharge*)	MH Finance
>6 weeks overdue	3 rd party credit management (5% surcharge* and 3 rd party agency fees)	3 rd party agency, Business Manager & Finance Committee

*5% surcharge on the whole balance of the account.

Please note that we understand there can be unexpected financial problems for any family. We will only charge the late fee if the School has not been contacted, in advance, to explain that the fee payment will be delayed, to allow us to work with you to find a way forward.

Student exclusions

All debts > 6 weeks overdue will be escalated to the Finance Committee. If no payment plan or resolution can be agreed in conjunction with the debtor and 3rd party agency, the pupil will be excluded until the fees are paid in full.

The child would be excluded from School after discussions with the Chair of Finance Committee and the School Principal. The School Principal would speak to the parent at this point.

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

Notice Period

The notice period to leave the school is one term and must be received in writing by the final day of the previous term.

Notice dates are as follows:

To leave at the end of Autumn term 2020, the notice date is 21st October 2020.

To leave at Spring half term 2021, the last notice date is 16th December 2020.

To leave at Easter 2021, the last notice date is 12th February 2021.

To leave at Summer half term 2021, the last notice date is 26th March 2021.

To leave at the end of the school year 2021, the last notice date is 23rd April 2021.

If notice is late, fee in lieu of notice will be charged for an additional half term. The notice period for funded children in Kindergarten is 6 weeks.

Our Bank Details

HSBC plc, 38 London Rd, East Grinstead, West Sussex, RH19 1AB

Account Name/cheques payable to: **Michael Hall School**

Account No: **21281216** Bank Sort Code: **40-20-09**

International Bank Account No: **GB60HBUK40200921281216**

Branch Identifier Code/ SWIFT: **HBUKGB4111W**

When making bank transfers, they must be “all charges prepaid”