

Michael Hall

**Tuition Charges
&
Financial Information**

2021 - 2022

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.

Deposit

For admissions from January 2022, a non-refundable deposit of £500 will be required before, or on receipt of, your signed contract to secure your child's place in Kindergarten and Classes 1-12. 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.

Tuition Charges

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

CLASS	Autumn term	Spring Term	Summer Term	Total Annual charge
Parent and Child (per morning)	£143	£143	£143	£429
Kindergarten (3 mornings / week)	£1,708	£1,708	£1,708	£5,124
Kindergarten (4 mornings / week)	£1,922	£1,922	£1,922	£5,766
Kindergarten (5 mornings / week)	£2,065	£2,065	£2,065	£6,195
Class 1	£3,600	£3,045	3,045	£9,690
Class 2	£3,790	£3,205	£3,205	£10,200
Class 3 - 5	£4,170	£3,525	£3,525	£11,220
Class 6 - 8	£4,614	£3,903	£3,903	£12,420
Classes 9 - 12	£4,437	£4,437	£4,437	£13,311
LS Afternoon Club (per afternoon)	£17.50 per session			
KG 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 Grant

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

We do not offer HMRC's extended 30 hours funding.

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 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 for our Kindergarten.

School Lunches

School lunches are currently unavailable. This service is under review and details will be sent to parents and published on our website as soon as we have more information. Parents of children in Classes 1-12 are asked to provide their own packed lunches.

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 en 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 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

The tuition fees can be paid before the first day of each term or for the full year in advance, by BACS or cheque. Fees can also be paid in ten equal instalments, by direct debits, commencing on 5th September 2021. Our Direct Debit mandate is on the website under Fees for 2021-22. Please can you return it to accounts@michaelhall.co.uk

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

We hold the right to charge a late payment surcharge of 5% on outstanding fees. For fee payment delays of 6 weeks or more, we may outsource to a 3rd party debt collection agency. Please note this will incur a 5% surcharge as well as 3rd party debt collection fees.

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.

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.

Student exclusions

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

The child would be excluded from School, after discussions with the Chair of the Finance 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 Finance Committee. Future fee payments should move to a termly in advance unless agreed otherwise.

Notice Period

Notice dates are as follows:

To leave at the end of autumn term 2021, the notice date is 21st October 2021.

To leave at Spring half term 2022, the last notice date is 17th December 2021.

To leave at Easter 2022, the last notice date is 11th February 2022.

To leave at Summer half term 2022, the last notice date is 1st April 2022.

To leave at the end of the school year, the last notice date is 29th April 2022.

For Parent and Child Group, the notice period is four (term time) weeks.

The notice period for funded children in Kindergarten is 6 weeks.

Failure to give notice by the required date will incur normal fees charged for period in question.

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"