

PAYMENT OF SCHOOL FEES

Payment is due on or before the first day of term. Subject to the school terms and conditions in the event of a late payment, interest or late payment fees may be charged (see below).

Payment Details

Bank details for direct payments are:

Account: Bellevue Schools Ltd T/A Forest School

Account Number: 53624560

Account Sort Code: 20-58-69

PLEASE QUOTE YOUR PUPIL NAME(S) with your payment. The invoice number would also be helpful.

Payment terms and conditions applicable from Summer Term 2022 onwards:

- a. The School reserves the right to charge a late payment administration charge('LPAC') of £25 if an invoice or other additional charge invoice amount owed to the school is not received on or before the due date* (due date* - as shown on the fee /or additional charge invoice or as notified in the school Terms and Conditions). The LPAC will be notified to the parents / bill-payer by email. The LPAC is intended to cover the reasonable administration costs which are incurred by the school in reviewing and attempting to collect the outstanding debts.
- b. A further charge of £25 will be levied if the fee remains unpaid for a further four (4) weeks after the parents / bill-payer is notified of the first LPAC and every four weeks thereafter that the debt remains unpaid.
- c. For all overdue amounts greater than £500, The School reserves the right to charge interest at the Bank of England Base Rate +3%. This interest will be calculated on a daily interest basis from the first day the balance was due until the date the debt is paid.
- d. If the term's fees remain unpaid for more than six weeks, the School reserves the right to suspend the education of pupil /student on 3 days' written notice to the parents / bill payer after obtaining the approval of The School's Board of Directors.
- e. If a pupil / student is excluded for a period of 28 days, the child will be deemed to be withdrawn without notice and a term's "fees in lieu of notice" will become payable immediately by the parents / bill-payers.
- f. The parents / bill-payers shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the School in the recovery of any unpaid fees, in addition to the value of the school's outstanding debt payable by the parents / bill-payer.

EVENTS REQUIRING NOTICE IN WRITING

You must give one term's written notice or payment in lieu (the receipt of which is confirmed by us) in the following cases:

- (a) Withdrawal of your child other than at the end of his/her preparatory schooling; and
- (b) Discontinuance of an extra.

For the avoidance of any doubt, one full term is the first day of term to the last day of a term and not any period overlapping two terms. For example, to give notice to leave the school at the end of the academic year in July, notice must be given no later than the first day of the summer term. This example also relates to any other time throughout the school year.

PAYMENT OPTION

As the school does not hold a Consumer Credit Licence, we are unable to accept a payment plan for longer than 9 months. We do offer the Monthly Payment Scheme for the fees only spread over 9 equal instalments. For other payment methods, please refer to the information given at the following link on our website:

forestschoo.co.uk/admissions/fee-structure

CHILD CARE VOUCHERS

Certain fees are eligible to be paid by Tax Free Childcare payments or Child Care Vouchers, if the fee covers 'care' that is not provided in the course of the child's compulsory education. At Forest Preparatory School this 'care' would cover:

Breakfast Club and Late Stay;

Nursery Fees;

Kindergarten Fees;

Reception Fees (up to and including the term in which the child has his/her fifth birthday);

Clubs and activities if carried out on school premises out of school hours (only some outside providers accept Child Care Vouchers, the website gives full details).

Please note: the term after the child's fifth birthday constitutes compulsory education age and therefore does not qualify.

School trips are not allowable.

If the fee invoice is covered by the above rules then we can accept payment by Tax Free Childcare payments or Child Care Vouchers, but payment must still be within our payment terms, i.e. on or before the first day of term or the first day of the club or activity.

If you do not have enough credit in your voucher scheme to pay for the eligible fees then the balance must be paid by BACS payment directly into the bank account, on/before the first day of term. We cannot accept payments in arrears.

Monthly allowances from your voucher provider should not be paid directly to the school. Payments should be held on your voucher provider account and only the amount due on an invoice be transferred. The benefits of this are that you are free to use the credit with other providers, e.g. holiday clubs; you will have more control on your Tax Free Credit/Child Care Voucher account and, if necessary, obtaining a refund would be less problematic.

We cannot repay credit balances from Tax Free Credits/Child Care Vouchers to parents as this would be outside the HMRC guidelines. Parents would have to check to see if their provider would accept refunds and the school would have to repay them so that tax and NI could be deducted.

EARLY EDUCATION FUNDING FOR THREE AND FOUR YEAR OLDS

All children are entitled to receive the Trafford Council 3 & 4-Year-Old Early Education Funding for six terms, commencing in the term after a child's third birthday and finishing in the term of a child's fifth birthday.

The standard free entitlement is 15 hours per week. Forest is unable to offer 30 hours per week as the school is not open for enough days to qualify. Each child can claim up to 10 hours of their free entitlement for the first day and up to 15 hours over two days. Please note: if your child attends for less than 15 hours per week, e.g., they attend for only 13 hours, being, for example, 6.5 hours a day x 2 days, then you are only able to claim for the 13 hours attended, as your child is not attending the school for 15 hours.

The free entitlement can be claimed at a private day nursery, pre-school playgroup, nursery unit of an independent school or at an accredited childminder. The entitlement can only be claimed at a provider who is in Trafford's Directory of Early Education Providers.

A child's free entitlement can be split between two providers as long as the total amount of hours claimed does not exceed the maximum of 15 hours per week. If you access your free hours at two settings the hours will be allocated on a pro-rata basis calculated by the number of hours the child attends each setting. Forest claims the Universal hours for your child.

If your child starts at a provider (such as Forest) after the closing date for applications, Trafford will NOT allocate funding for that term. The school will apply for funding for your child from the start of the following term.

Parents MUST complete a Trafford Early Years Funding Agreement so that the school can apply for funding on your behalf. This form will be sent to all parents to complete and return at their earliest convenience before their child starts at Forest. The school will notify Trafford that your child is attending the setting and the number of sessions they are doing. For further information, please see: [trafford.gov.uk/early education](http://trafford.gov.uk/early%20education).

Forest receives payment from Trafford for the Trafford Council 3 & 4-Year-Old Early Education Funding applied for each term. Therefore, Forest invoices parents for the full amount of tuition fees due and deducts the appropriate Trafford Council 3 & 4-Year-Old Early Education Funding from the amount payable.