



Michael Hall School

Tuition Charges & Other Financial Information

2023 - 2024

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. Please see table below of the current year's fees:

		Autumn Term	Spring Term	Summer Term	Total Fees
KG	Kindergarten - 3 Mornings Per Week	2010	2010	2010	6030
KG	Kindergarten - 4 Mornings Per Week	2270	2270	2270	6810
KG	Kindergarten - 5 Mornings Per Week	2440	2440	2440	7320
LS	Class 1	3790	3790	3790	11370
LS	Class 2	3990	3990	3990	11970
LS	Class 3	4390	4390	4390	13170
LS	Class 4	4390	4390	4390	13170
LS	Class 5	4390	4390	4390	13170
MS	Class 6	4875	4875	4875	14625
MS	Class 7	4875	4875	4875	14625
MS	Class 8	4875	4875	4875	14625
US	Class 9	5275	5275	5275	15825
US	Class 10	5275	5275	5275	15825
US	Class 11	5275	5275	5275	15825
US	Class 12	5275	5275	5275	15825

Afternoon Club:

LS Afternoon Club (Per Afternoon): £20.95 per session

KG Afternoon Club (Per Afternoon): £23.50 per session

Parent and Child (0-36 months): £14.25 per session

Application Fee (non-refundable)

On application to the school an application fees is due, which is non-refundable. Charges are as follows:

- First Child £100
- Subsequent children - an additional £25 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 Kindergarten
- Moving from Kindergarten to Class 1
- Joining any Class from 1 to 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.

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

Kindergarten Fees

The Kindergarten fees are made up of a standard hourly rate of £4.61 and a care package rate. The care package rate varies from £8.16 for 3 mornings, £6.20 for 4 mornings and £4.69 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-hour funding.

School Lunches

Olive Dining provide fresh, seasonal, local, and wherever possible, organic meals. Children can choose on the day from a lighter lunch of £3 which includes a freshly made soup and bread and fresh salads. This also includes pudding or fruit.

For £4.50 children have a hearty option of the main course, as well as soup, salad and a pudding or fruit. The 'Street Food' option is also available under this category along with the soup, salads and pudding options. The weekly menu is displayed in the Friday Flyer, in the Canteen and Reception.

Your child's selection on the day will be registered and when invoices are issued for fees we will simplify the cost as a total for the term. This can be paid over the following 3 months for anyone who has set up a direct debit. Otherwise, it will be due on invoice at the end of each term.

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. There is a set journey charge of £2.50 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 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 2023-24 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 £15 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 <https://michaelhall.co.uk/music/>
- Instrument Hire is £25 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 5th of the month or before the first day of the new term. Please contact creditcontrol@michaelhall.co.uk for further information.

Payment of “other charges” will be taken over 3 monthly direct debit payments per term in which the charge occurs. If a direct debit has not been set up, these charges are due on invoice. 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 late payment penalties as per the table below.

Timing	Action	Owner
Payment failed (window for disputing invoice is 21 days from issue date)	1 st chase e-mail	Credit Controller
Next stage	2 nd chase e-mail	Credit Controller
1 month overdue	3 rd chase e-mail (5% surcharge). Reminder of Credit Policy.	Credit Controller
2 months overdue	Additional chasing email, 5% surcharge and explanation that non-payment will jeopardise school place. Warning given for child being off rolled if no payment received by set date.	Credit Controller, Finance Manager
Further 14 days	We reserve the right to remove children from roll for unpaid fees.	Principal or Business Manager

Exceptions to the above may be waived as part of an agreed payment plan subject to the approval of the Business Manager, School Principal and Chair of the Resources Committee of Trustees. 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 for our Kindergarten.

Notice Period

Notice dates are as follows:

- To leave at the end of Autumn term, the notice date is the last day of school before the Autumn half term break.
- To leave at Spring half term, the last notice date is the last school day of the Autumn term.
- To leave at the end of the Spring term, the last notice date is the last day of school before the Spring half term break.
- To leave at Summer half term the last notice date is the last school day of the Spring term.
- To leave at the end of the school year, the last notice date is the first Friday of the Summer term.
- If notice is late, fees in lieu of notice will be charged for an additional half term.
- For Parent and Child, the notice period is four (term time) weeks.
- The notice period for funded children in Kindergarten is 6 weeks.

Notice must be received by email to creditcontrol@michaelhall.co.uk & admissions@michaelhall.co.uk

Failure to give notice by the required date will incur 6 weeks 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"