

FEES AND CONDITIONS – FROM 1 SEPTEMBER 2019

Registration Fee (non-refundable and includes the assessment fee)	£75	Per pupil
Place Deposit (refunded on leaving)	£500	Acceptance Deposit
	One Term's Fee	Non EEA Deposit: Term's fee less the Acceptance Deposit

ACADEMIC NURSERY PER SESSION

EYFS Funded sessions (subject to availability)

You can claim up to a maximum of 15 hours of free childcare per week through EYFS Funded Sessions. You can start claiming free childcare from the start of the academic term after your child turns 3. These hours can only be taken during the EYFS funded sessions.

SESSION TIMES	SESSION DETAILS	FULL PRICE	EYFS FUNDED
8.00am to 8.30am	Pre bookable session, in advance, per term, dependent on numbers (max 8 pupils)	£6.50	£6.50
8.30am to 11.30am	Academic nursery session	£19.60	Free
11.30am to 1.00pm	Activities and lunch	£9.80	£9.80
1.00pm to 4.00pm	Academic nursery session	£19.60	Free
4.00pm to 5.30pm	Activities and tea	£9.80	£9.80
8.30am to 5.30pm	Full day academic nursery session	£58.80	£19.60

SESSION DETAILS	SESSION DETAILS	FULL PRICE
4.45pm to 5.30pm	Reception, Years 1 and 2, includes tea	£7.60

Late collection charges apply, refer to notes section

FEES PER TERM

	DAY	WEEKLY BOARDING	FULL BOARDING EEA	*FULL BOARDING Non EEA
Reception – “Rising 5s” (including EYFS session 8:30am to 11:30am in an EYFS setting)	£2,090			
Reception – Year 2	£3,210			
Juniors (Years 3 to 6)	£4,170	£8,645	£9,045	£9,045
Seniors (Years 7 to 8)	£4,930	£8,645	£9,045	£9,045
Seniors (Year 9 to 11)	£5,240	£9,445	£11,690	£12,025
Sixth Form	£5,240	£9,445	£11,690	£12,025

FEES PER TERM – ARMED FORCES FAMILIES

*Armed Forces families who are able to claim CEA Allowance

	CEA ALLOWANCE	Parent Contribution
Senior	Please refer to MOD, CEA allowances	£960
Prep		£960

*Occasional Boarding Fee £50.00 Per night, inc evening meal & breakfast (subject to availability)

Day & Boarding Pupils' Expenses £5 Society of Old Birkfeldians, per term
 Boarding House Expenses £110 Full boarder, per term
 £90 Weekly boarder, per term

Boarding Student Pocket Money – Optional £100 Full boarder, per term
 £80 Weekly boarder, per term

All students – Optional 1.37% School Fees Refund Scheme (net fees) - Day
 1.58% School Fees Refund Scheme (net fees) – Boarders
 £8.57 Pupil Effects Scheme
 £250 Host family arrangement

Lunch (per day) £3.60 Infants
 £3.95 Junior
 £4.55 Senior/Sixth Form

Transport (per day) Colchester £8.65
 Dedham £8.55
 Ipswich £5.65 Please contact the
 Sudbury £9.50 Transport
 Felixstowe £7.60 Supervisor for
 Tendring £8.90 further information.
 Hadleigh £9.15
 Woodbridge £8.30
 Complimentary Station Shuttle service



FEES AND CONDITIONS – FROM 1 SEPTEMBER 2019

Notes

- **All tuition fees** include Pupil Accident Insurance, **but do not** include specialist, Design Technology, Photographic and Art materials, revision books and public examination entry charges at GCSE & 'A' Level or BTEC enrolment and registration. Any lost or damaged text books will be charged. All sixth form text books and revision packs will be added to the fee account. For students who lose their ID badge a £10 fee is applicable to replace. Tuition fee include a weekly student reprographics allowance of £5, all photocopying thereafter will be chargeable.

For students wishing to undertake the Duke of Edinburgh Award there will be a non-refundable deposit of between £100-£425, dependent on the level of award, once they have committed to the award (this will be notified by letter). This will go towards the costs of expeditions, which need to be booked up well in advance and will ensure that other students are not compromised should an individual drop out.

- **Full Boarding Fee for non EEA** nationals living abroad, includes an incremental fee for a minimum of one hour per week of tuition in English as an Additional Language and complimentary airport coach transfer on designated travel days.
- **Flexi Boarding** - Your child can board on an adhoc basis if space allows. Flexi-boarding is available to help accommodate the busy lifestyle of the modern family, and is ideal for pupils with co-curricular activities which finish late, or start early, on any given day. In addition, it will also accommodate those pupils whose parents need to travel extensively for work. Pupils are also encouraged to try flexi-boarding to see if full boarding might be something that suits their needs later in their school career. Flexi-boarding is charged at a nightly rate (details available on request), in addition to the day fee, and includes dinner and breakfast. Advanced notice is required for flexi-boarding places, which are allocated on a first-come, first-served basis. Flexi boarding is available up to 1 nights a week (weekdays only), maximum 10 nights per term.
- **Armed Forces Families** – The College is CEA accredited and in recognition of our commitment to the British Forces, we offer a significant reduction in fees. This means our Forces parental contribution is only £960 per term for 2019/20.
- **Prep School Late Collection Charge.** In the event that a child is not collected by an authorised adult at the end of a session the school puts into practice agreed procedures. These ensure that the child is cared for safely.

If a child is not collected within 5 minutes a charge of £1 for the first 15 minutes will be applied.

- After the first 15 minutes a 'late charge' of £15 plus the relevant session charge e.g. afternoon session charge will be applied in line with our charging policy. If the child goes into the 'Late Stay' session at the end of the day no penalty charge will be applied as this is a pay as you use service for all parents and can be booked at short notice.
- As our Prep School closes at 5.30pm and staff need to go home, if a child is collected after 5.30pm a charge of £35 per hour will be applied.
- **Concessions.**
 - **Sibling Discount.** A discount of 5% will be applied to the second and 10% to the third and any additional children from the same family.
 - **Early Enrolment.** A discount of £200 will be applied for any student who is enrolled for a September start (acceptance forms and deposit received) by 4 March in the same calendar year.
 - **New Family Referral.** A discount of £200 is available for both the new family and the referring family. The referring family must have a student already enrolled at the College and the new student must attend at least one academic term. A maximum of 3 referral credits are allowed and concession do not relate to Nursery sessions.
 - **Pre-payment Discount.** Families who pay the full year's fee in advance are able to receive a one-off discount of £200. Payment for the year must be received on or before the 1st day of the Winter Term.
 - **Old Birkfeldians' Loyalty Discount.** Old Birkfeldian families will receive a one-off discount of £200 for the first and any subsequent child/ren. The student must complete a full year at the College.
 - **Fees In Advance Scheme.** Fee in advance payments can be made at various stages of your child's education (minimum 2 years, maximum 5 years). Tuition will increase by no more than 2.5% for the duration of the agreement. Please contact the Finance department for more details.
- **An academic term's notice**, or fees in lieu, will be required before the pupil leaves the school.
- **Early Education Session.** In line with the Suffolk County Council's code of practice on the provision of free nursery places for 3 and 4 years old, a maximum of 6 hours a day will be provided without charge. Early Education Session times are 8.30am to 11:30am and/or 1:00pm to 4:00pm, with a maximum of 15 funded hours available per week. The sessions and times will be allocated for periods when the nursery has spaces available; these may change from term to term. "Rising 5 year olds" in Reception will be taught in an EYFS setting as determined by the College. If your child is of Reception class age but not of compulsory school age and you do not wish him/her to attend full time, your child can remain in Nursery on a part time basis.
- **Host family arrangements** – The College will make the necessary arrangement to ensure boarding students have a reputable homestay family, offer suitable accommodation that provide a clean, healthy and safe environment and where students can live and study and immerse themselves in the local culture living with a local family. By allowing the College to arrange homestay families, parents can be confident that families are visited and that they and their homes meet the requirements set out by local authorities.
- **The school operates three schemes for payment of school fees:**
 - Termly direct debit, payable on the first day of each term;
 - Fees in Advance Scheme, as described above
 - Termly instalment scheme: The College offers parents, at its discretion, the option to pay a particular term's fees by instalment under our Termly Instalment Scheme. Under the Termly Instalment Scheme the dates and amounts of each instalment for that particular term's fees will be set out in a separate agreement for that term. No administration charges, interest or other charges are included in the Termly Instalment Scheme. The College reserves the right to withdraw or amend the terms of the Termly Instalment Scheme at any time by giving you notice in writing before the beginning of a new school term. No agreement to accept payment on deferred terms will be valid unless it provides for no more than four payments within a 12-month period. For more information on the Termly Instalment Scheme please contact the Finance department.