



## SCHEDULE OF FEES NURSERY

(With effect from Autumn Term 2019)

**Registration Fee:** £100 - Non-refundable and payable on submission of Registration form:

**Tuition Fees: 50 week Nursery Care  
Christmas 2 week shutdown (dates confirmed each academic year) plus  
public bank holidays.**

Session Times		Session Price (No EYE funding)	Session Price (Inc. EYE funding)
07.30 am to	08.30am	£7.00	£7.00
08.30 am to	11.30am	£27.60	£27.60
08.30 am to	12.30pm	£38.20	£38.20
08.30 am to	15.30pm	£54.00	£38.20
12.30pm to	15.30pm	£22.25	Free
15.30 pm to	17.30pm	£11.00	£11.00
17.30 pm to	18.30pm	£6.00	£6.00
07.30 am to	18.30pm	£78.00	£62.20

For those pupils attending 50 weeks per year the following applies:

A two week annual leave fee holiday dependant on at least 6 weeks notification being provided to the Nursery Head to allow for changes to staffing. Credit to be applied to the Summer term bill.

A 5% discount will be applied if a child attends 8.30am to 15.30pm full time (5 full days) if not in receipt of EYE funding.

A 10% discount will be applied if a child attends 7.30am to 18.30pm full time (5 full days) if not in receipt of EYE funding.

**For details of the Universal Early Years' Free Entitlement Scheme, please contact the Finance Manager**

The Nursery fee includes a hot lunch.

Universal Early Years funding is accepted in Reception until the term after the child's 5th birthday

The offer of a place at Lingfield College needs to be secured by the return of a signed Form of Acceptance together with the payment of a deposit of £150, which is retained until the child has left the School. The retaining deposit is not refundable if the place is subsequently not taken up. It is assumed that children joining the Nursery will progress through the Prep School.

When three or more children from the same family attend the school **at the same time**, the third born child's fees attract a 10% discount off tuition fees only.

**Payment Terms:** Fee accounts are payable on or before the first day of each term unless arrangements have been made in writing to use the School's approved monthly payment scheme. School fees may be paid monthly using the School Fee Plan (Premium Credit) **or termly** by Direct Debit with the school. A Direct Debit mandate is enclosed for you to complete and return for termly payment.

**Notice:** A full term's notice is required if a pupil is to be withdrawn from the school or a full term's fees in lieu of that notice becomes payable. Similar arrangements are in place relating to individual music tuition and special needs tutoring. Notice must be given before the end of the term preceding the term to which the notice relates.

**Pupil Support:** The School monitors the progress of children carefully. Should your child be referred for extra SEND support (Special Educational Needs), parents may be contacted so that targets can be agreed. Some specialist support is available during the day at an extra cost (similar to music lessons). Further details are available from the SEND department.

**Insurance:** The School carries a comprehensive portfolio of general insurances. However, through the School Fees Protection Scheme, parents can insure for the recovery of fees during the absence of a pupil due to sickness. There is also an insurance to provide for the continuing payment of fees due to the death of the principal breadwinner in the family. Details of both these supplementary insurances can be obtained from the Finance Manager. Parents should note that the School does not carry insurance for pupils' possessions, including clothing, whilst they are at School. Please ensure that your own insurance for items away from home is in place if you consider it appropriate, for example, to cover musical instruments, mobile phones, laptops etc.

### **Miscellaneous**

The School reserves the right to alter or amend any sums quoted above in order to cover any unforeseen costs which may arise. Routine tuition fee increases are determined by the School's management and normally apply from September in each year.

There are a number of financial schemes in the market place to assist parents in saving towards school fees. The School does not recommend any particular products in this area and would suggest that parents discuss the options with their financial advisors, insurance brokers or similar specialists.

Whilst attending Lingfield College, the Headmaster expects pupils and parents to be fully committed and supportive of the School, both in and out of school hours. Please be aware that, in the interests of every pupil, **family holidays must be confined to the School's holiday periods** otherwise a fine will be charged.

A full set of our terms and conditions are enclosed with parent contracts. These are sent prior to the pupil commencing at the School.

Late collection after 6.30pm prompt will incur a charge of £20 to cover additional staff costs.

### **Tea Rex for Reception upwards including tea**

Regular -First session £11.00  
Second session £6.00

Adhoc - First session £15.00  
Second session £7.00

### **Breakfast Club**

Regular - £7.00  
Adhoc - £7.60