



SCHOOL FEES : September 2010 - August 2011

Registration:

Registration fee	£60
Acceptance deposit	£600

Fees per term (payable in advance):

Pre-Nursery / Nursery	£290	(for one session each week for a term)
Lunch club	£115	(12.00pm to 1.15pm)
Reception	£2,900	
Years 1 & 2	£3,350	
Years 3 & 4	£3,500	
Years 5 & 6	£3,700	

Optional Extras:

Pre-Nursery & Nursery	
Additional session	£32.00 (per session)

Reception Stay & Play	£265.00 (per term)
----------------------------------	--------------------

Learning Support	
Individual learning support	£48.00 (per hour)

Clubs	
1 hour session	£8.00 (per session)
¾ hour session	£6.00 (per session)
½ hour session	£4.00 (per session)

RAD Ballet	
Nursery (20 minutes)	£27.00 (per term)
Other year groups (30 minutes)	£40.00 (per term)

Extended day	
Full session (4.00-5.30pm)	£7.00 (per session)
Tea only session (4.00-4.45pm)	£3.50 (per session)
(No price difference is made between a pre-booked session and a by request session)	

Music	
Instrument hire - violins	£38.00 (per term)
Instrument hire - all others	£53.00 (per term)
Individual music lessons *	£204.00 (10 lessons)
(* Individual music lessons are contracted directly between the Visiting Music Teacher and parents. A separate account is sent out termly and parents are asked to settle these direct with the Teacher)	

Manor Fun	Day (8.30am-4.15pm)	£35.00 (per day)
	Extended day (4.15-5.30pm)	£6.00 (per day)
(These figures may be altered if we decide to extend the range of available activities)		

Little Cooks (¾ hour) £90.00 (10 sessions)

Bus travel Available on request

REGISTRATION AND ACCEPTANCE FEES

Registration fees are non returnable. When a place has been offered, an acceptance deposit is payable on signature of the Contract of Acceptance Form which outlines the full terms and conditions. This deposit is repaid by deduction from the final school account at the end of your child's last term at The Manor but is non-returnable if a child is withdrawn after acceptance.

TERMLY TUITION FEES

Fees currently include all books, lunches, most equipment and the pupil personal accident scheme. Educational visits, extra optional school activities, certain musical items and specific additional educational support are not included and appear as disbursements on the termly fee accounts.

Fees are payable on, or before, the first day of each term and can be paid by cheque, bank transfer or Direct Debit. An administration charge of £25.00 per term is payable in advance for monthly Direct Debit and payment by Childcare Vouchers. There is no charge for termly Direct Debit. Please note that payment by Direct Debit is not available in conjunction with Childcare Vouchers. Details may be obtained from the Bursar.

Please note that cash cannot be received for payment of fees.

We regret that a charge of £7 is made for every reminder letter or statement sent out for payments not received by the first day of term (except where a monthly direct debit agreement is in place), and that interest is also charged on late payments. Returned cheques or direct debits are also charged for at a rate of £30.00. No deduction is made for absence, but there is an insurance scheme available to cover loss of school time through illness.

If a pupil is to be withdrawn, the school must be notified in writing not later than the last day of the term preceding the pupil's last full term at school or a full term's fees will be charged in lieu.

PUPILS' PERSONAL ACCIDENT INSURANCE AND OTHER SCHEMES

The school provides the HSBC Pupils' Personal Accident Insurance Scheme for each child in the school for the duration of the pupil's time in the school at no extra cost, as it is included in the fees. You are able to opt for, at an additional charge, the other schemes offered - Denplan, Fees Refund Scheme and BUPA. Please contact the Bursary Office if you would like further information on any of these schemes.

EARLY YEARS

PRE-NURSERY - Children can join the Pre-Nursery aged two. Morning sessions run from 8.30am - 12.00noon and full days run from 8.30am - 3.30pm. An optional lunch-time session is available when collection is at 1.15pm. These sessions are booked termly and cost £115 per term. For each session taken, i.e. a morning session is one session and a full day is two sessions, there will be a termly charge of £290 (i.e. for the maximum 10 sessions the termly cost would be £2,900).

NURSERY - Children can join the nursery from the September after their third birthday. From September 2010 children will be required to attend a minimum of 4 sessions, of which 3 must be mornings, plus one lunch club, up to a maximum of 10 sessions (full time). Morning sessions run from 8.30am - 12.00noon and full days run from 8.30am - 3.30pm. An optional lunch-time session is available when collection is at 1.15pm. These sessions are booked termly and cost £115 per term. For each session taken, i.e. a morning session is one session and a full day is two sessions, there will be a termly charge of £290.

RECEPTION - During the Autumn and Spring Term, Reception classes finish on Wednesdays at 12.30pm (having had a school lunch). However children can stay for Wednesday afternoon "stay and play" sessions. These sessions are chargeable. In the summer Term, all children attend school on Wednesday afternoons at no additional charge.