



FEES SCALE

YEAR	TUITION FEE PER TERM
Reception	£3,840
1	£4,290
2	£4,680
3, 4, 5	£4,875
6, 7, 8, 9, 10, 11	£6,600
Sixth Form	£6,930

FEE REDUCTIONS

NURSERY EDUCATION FUNDING – the Reception fee for qualifying children (up to and including the term in which they turn five) is reduced to..... £2,940

LOYALTY DISCOUNTS – Years 6, 7, 8: for pupils entering Year 6 after completing full academic years in Years 4 & 5, the termly fee for Years 6, 7 and 8 is reduced by £660 to..... £5,940

Sixth Form: for pupils entering Sixth Form after completing a full academic year in Year 11, the termly fee for Sixth Form is reduced by £150 to..... £6,780

SIBLING DISCOUNTS – available across the school for brothers and sisters attending at the same time (excluding Nursery), discounts apply per term: first sibling £300, second £450, third £600, fourth £750.

INSTALMENT DISCOUNT – available across the school, a termly discount of £150 applies for participation in the instalment scheme. Terms and conditions apply, see last page for details.

PAYMENT

All fees are collected by Direct Debit by one of the following methods:

- Instalment scheme (see last page)
- Termly in full (before first day of term)
- Yearly (in advance by arrangement, to be paid by the end of May).

Fees are collected from an eligible UK bank account maintained in the UK. The School will make an administrative charge of £50 in respect of a failed collection.

INCLUDED IN THE FEES

All Fees include personal and dental accident insurance and pupil's personal effects insurance, membership of the School PTA and membership of the Fees Refund Scheme. Please visit our website for more information.

Years R to 8 – text books, stationery, games transport, non-residential trips, educational outings and co-curricular activities (unless specified).

Year 6 – residential study week.

Years 9, 10, 11 & Sixth Form – games transport and co-curricular activities (unless specified).

Sixth Form – the provision of a Chromebook or similar and its maintenance and support during the student's stay in Sixth Form. The device becomes the personal property of the student on the completion of the agreed programme of study.

NOT INCLUDED IN THE FEES

All Years – cost of food, charges for public examinations, specific learning support charges, individual musical instrument tuition, social outings, before and after school care and certain co-curricular activities as specified in the activities programme.

Years 9, 10, 11 & Sixth Form – textbooks, related course materials and educational outings.

REGISTRATION FEE £150

The registration fee is non-refundable and payable with the submission of a Registration Form. Registration places the pupil on the entry list, however it does not constitute an offer of a place.

ACCEPTANCE DEPOSIT £1,000

The deposit is payable when a signed Acceptance Form is returned. The deposit is forfeited when an accepted place is not taken up. No additional deposit is required where younger siblings of current pupils are being registered, but this initial deposit will then be refundable against the younger (and succeeding) pupil's Leaver's Statement.

DIRECT DEBIT INSTRUCTION FORM

All fees are collected by Direct Debit. The Direct Debit instruction is available on our website: www.clairescourt.com/fees

FEE INVOICE AND EXTRAS

The termly fee due is advised on a Fee Invoice that is sent out on the last day of each term. Payment is due before the first day of term to which they relate. An administration charge of 2% per month or part thereof is levied for late payment. Those extras not included in the fees, as detailed above and below, are itemised on the Fee Invoice at the end of term.

CASHLESS CATERING

Clares Court operates a cashless catering system by which parents pay for lunches in advance online and can monitor the food purchased. Details are on our website:

www.clarescourt.com/cashless-catering

TRANSPORT

Details of our coach service are on our website:

www.clarescourt.com/coach-services

MUSICAL INSTRUMENT TUITION

The School's visiting musical staff charge parents direct for individual programmes of instruction. Please refer to such tutors for their contractual terms.

CO-CURRICULAR/EXTENDED DAY/HOLIDAY ACTIVITIES

Most co-curricular activities do not incur a further charge. Payment for the few that do is normally identified and required separately as is our Extended Day provision, out of school trips and Holiday Activities. Please note that the activity programme at the end of the school day is suspended at the start and end of each term and at certain other times (e.g. Speech Day).

CHILDCARE VOUCHERS / TAX FREE CHILDCARE

The School accepts Childcare Vouchers (while these remain valid) for charges qualifying under HMRC rules, such as wraparound care and after school activities taking place on School premises outside of normal school hours. Please contact the Finance Office for further details about these and the Tax Free Childcare account which has replaced the voucher scheme, 01628 327350.

NOTICE

A full term's notice, in writing to the Head, is required for the withdrawal of a pupil from the School or from any chargeable extra subject, otherwise a term's fees will be payable in lieu of such notice.

INSTALMENT SCHEME

AUTUMN TERM 2023, LENT TERM & SUMMER TERM 2024

The instalment scheme offers a £150 discount on a term's tuition fee and the ability to spread the cost of fees on the basis of a three monthly cycle for the term to which this relates. Participation can only be by direct debit payment.

In the instalment scheme there are three cycles corresponding to the three school terms. Each cycle consists of four collections by direct debit. Three collections are made in advance for the tuition fee and these are taken on the second working day of each of the three months immediately preceding the start of the relevant term. The fourth collection is for any extras identified on the relevant Fee Invoice and is taken on the first day of term.

The first cycle will cover the Autumn Term tuition fees with collections at the beginning of July, August and September, the second the Lent Term (October, November and December), the third the Summer Term (January, February and March).

The table below shows the tuition fee direct debit collection that will be taken monthly as part of a cycle:

YEAR	TUITION FEE PER TERM	FEE AFTER DISCOUNT	3 X MONTHLY DIRECT DEBITS per cycle
R	£3,840	£3,690	£1,230
1	£4,290	£4,140	£1,380
2	£4,680	£4,530	£1,510
3, 4, 5	£4,875	£4,725	£1,575
6, 7, 8 (loyalty discount)	£5,940	£5,790	£1,930
6, 7, 8, 9, 10, 11	£6,660	£6,450	£2,150
Sixth Form (loyalty discount)	£6,780	£6,630	£2,210
Sixth Form (direct entry)	£6,930	£6,780	£2,260

Sibling discounts reduce the monthly direct debit as follows: £100 for the first qualifying younger sibling (i.e. £300 per term), £150 for the second, £200 for the third, £250 for the fourth and succeeding siblings.

A reduction of £300 per monthly collection will apply if your child qualifies for Nursery Education Funding, and by pro rata amounts for holders of scholarships and bursaries. In order to comply with banking regulations, collections will be made by individual pupil, rather than family group.

Once we have received your completed Direct Debit instruction, a process of approval and acceptance must take place with your bank. We will provide 10 days written notice of the first collection. Instructions which are received too late to be implemented within the correct cycle will be held over to the next and if the commencement is delayed the discount will be reduced by £50 for each month of delay. An administrative charge of £50 in respect of each failure will be incurred. Your instruction will remain in force until you cancel it with the School, your Bank or Building Society, or until the final Leaver's Statement upon departure.