



Charging and Fees Policy

O you who believe, uphold justice and bear witness to Allah, even if it is against yourselves, your parents, or your close relatives. Whether the person is rich or poor, Allah can best take care of both. Refrain from following your own desire, so that you can act justly- if you distort or neglect justice, Allah is fully aware of what you do.

Quran 4:135

Approved by:

Governing Board

Last reviewed: Autumn 2024

Next review due by:

Autumn 2026

1. Introduction

Noor ul Islam Primary School is a private educational establishment where fees are required to cover to maintain a high standard of education, attract and retain qualified staff, offer a range of facilities and programs, and cover operational expenses.

The recruitment and retention of skilled educators are essential components of providing quality education, and the revenue generated from tuition fees supports these efforts.

2. Registration Fee

A £500 registration fee is required when an offered place is accepted by parents. This registration fee secures the place for the child and must be paid within 10 working days. This fee is non-refundable under any circumstance.

3. School fees

3.1 School Fees for Reception class

The school fees for Reception class will be communicated annually by the school (separate from the one-off registration fee).

Parents are also eligible for a discount off the fees via the FEEE (Free Early Education Entitlement) grant. The amount of the FEEE grant is determined by the term in which your child turns 5.

3.2 School Fees for Years 1-6:

The school fees for the rest of the school, different to Reception, will be communicated annually by the school (separate from the one-off registration fee).

3.3 School fees must be paid on time. The school fees can be paid in a lump sum or in 10 equal instalments payable from August of the preceding academic year. The payments must be completed by May of the following year.

3.4 Payments for Reception pupils will be over 10 months beginning from August. The payments must be completed by May of the following year.

4. How are the fees paid?

We expect all transactions to be cashless aimed at reducing the administrative burden associated with handling cash, minimizing the risk of errors, and ensuring a more transparent and accountable financial process. Cash will be accepted under exceptional circumstances and will be judged case by case.

The application fee, registration fee and school fees can be paid by bank transfer, or via our online payment system. The school will not accept cheques as a form payment.

5. Discounts

5.1 Siblings Discounts: The school offers discounts for any siblings that join the school as follows:

- The sibling discount for the second child is £100.
- For those with three or more children, the sibling discount is £300 for the third child and £300 for all additional siblings thereafter. This means, if you have 3 children at the school, you get £400 discount as below.
 - 1st child: No discount (£0)
 - 2nd child: £100 discount
 - 3rd child: £300 discount

5.2 Staff discounts

5.2.1 Staff members at Noor ul Islam Trust will receive 10% discount on the school tuition fees. Part time staff (i.e. less than 4 full days) will receive 5% discount.

5.2.2 This is subject to at least 1 year service to the school i.e. the discount will begin from the 2nd year of service.

5.2.3 This does not affect any other payments other than the overall tuition fees: e.g. waiting list application fee is same as others

5.2.4 This discount on fees will be discontinued for individuals upon their departure from the school. This change aims to ensure equitable and consistent application of fee structures, promoting transparency and fairness across all staff members. e.g. if a staff member leaves in December, the discount will no longer apply from January.

6. Leaving school mid-year

A full term's notice is required before a pupil can leave school. You will be charged for the term if you leave earlier.

6.1 For those who have paid school fees in full

For any pupil leaving before the end of the academic year refunds or monies due are calculated based on the number of whole terms not attended. Refunds will only be given provided if sufficient notice of at least 1 full term has been given. Failure to give sufficient notice will result in no fees being refunded. The fees due/expected will be the total school fees. Please note that discounts will be taken into consideration when calculating refunds.

For those who paid in full at the beginning of the year refunds will be calculated as follows provided a term's notice has been given. An example is provided below with fees being £4,000:

| | Amount refunded |
|---|------------------------|
| If a child leaves in the 1 st term | £2,666 |
| If a child leaves in the 2 nd term | £1,333 |
| If a child leaves in the 3 rd term | No refund |

6.2 For children entitled to the FEEE grant, the calculation made will be subject to grant money being allocated and received by the school for the child. Therefore, parents may be required to pay the balance of money owed to the school for any grant money not received. This will be calculated on a case-by-case basis. A full breakdown will be provided to parents explaining the money owed or refunded.

6.3 For those paying by instalments

Refunds will only be given provided sufficient notice of one full school term (4 months) has been given. Failure to give sufficient notice will result in no fees being refunded. Any outstanding fees must be paid if the child leaves before the end of the term.

If a parent is paying monthly instalments and they leave mid-term, they must complete payment of a full term before leaving. e.g. if a child leaves in September, they must pay up to December, if they leave in October, they must pay up to January.

7. Joining school mid-year

For pupils who join in the middle of the year, fees are calculated based on the number of days left in the year multiplied by the current fee per day. The fees calculated must be paid by May (one off or equal monthly instalments from the time of joining, or immediately if your child is joining in or after May).

8. Late payment of fees

Stages of intervention for non-payment:

8.1 There will be a charge of £30 for all payments that are made after the due date as stated on the most recent invoice issued to parents. Continued failure to pay fees on time may lead to the suspension of the child from school and ultimately the withdrawal of school place following the stages set out below:

Stage 1: Parents will be notified by email to bring their account up to date within the next 1 week. If fees remain unpaid then a further £30 admin fee will be charged, and a second email will be sent stressing that all arrears are to be settled within 14 days.

Stage 2: Failure to comply with the second request will result in a report of all outstanding fees and payments passed on to governors and possible exclusion may follow.

8.2 If a debt rises to an unacceptable level, the school reserves the right to exclude the pupil on 5 days' written notice if fees remain overdue for payment.

8.3 If a pupil is excluded for a period of 28 days, he/she will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the parents.

8.4 Refusal to make fees payment will be deemed withdrawn without notice and a term's fees in lieu of notice will be payable immediately by the parents.

8.5 The parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

8.6 SATs results and school reports will not be issued if there are outstanding fees for a pupil in year 6.

9. Fee increases

9.1 Fees are subject to increase annually by at least 3%.

9.2 Fees are reviewed annually and if the increase is more than 3%, parents must receive at least a term's notice.

10. Information about fees

10.1 Parents consent to the school making enquiries of the pupil's previous schools for confirmation that all sums due and owing to such schools have been paid.

10.2 Parents consent to the school informing any other school or educational establishment to which the pupil is to be transferred if any fees of this school are unpaid.

11. Charges for absences

The school will fine parents who fail to send their child into school during term times. The fine system is designed as a disincentive to parents who decide to take their children out of school. The definition of unauthorised absences is provided in the Attendance and Punctuality Policy. Examples of unauthorised absences are;

11.1 Attending a family wedding abroad

11.2 Visiting elderly relative

Extending holidays into the beginning of a new term or missing days pre-holiday breaks

11.3 Visiting family that you haven't seen for a long time

For each day missed by parents there will be a fine of £50 per day per child. This will be payable immediately. The child will not be allowed to attend school until the fine has been paid. The failure to provide a reason or providing a reason will not mitigate the risk of a fine. Repeated unauthorised leave taken will result in the fine being doubled after each instance. 3 instances of unauthorised leave can lead to the withdrawal of the child from roll.

Details of the charge payable will be provided via email to parents. Failure to read the email will not mitigate the fine and/or allow the child to attend school.

12. Charges for lateness

The school will also charge parents who drop off or collect their children late from school. The charge levied will be £10 per lateness per child. Parents will be allowed up to 3 episodes of lateness in any one half term up to which no charge will be made. On the fourth instance, a £10 charge will be made. This charge will be payable prior to the start of the following term. This charge will be notified to parents via email.

13. Other costs

13.1 As part of the school curriculum, trips or visits are organised for the children. Payments for trips and/or coaches are paid in advance by the school and are non-refundable. The school then asks parents to pay for the cost of the trip. Payments for trips are non-refundable even if a child is unable to go on the trip as the cost is shared equally amongst the whole class.

13.2 The school will endeavour to ensure the costs of the school trips are manageable for parents by ensuring cost saving measures are taken. This will include, where possible,, arranging travel by public transport, identifying free events/visits etc. Please note however, all arrangements will be risk assessed and pupil safety will always take paramount importance.

13.3 Parents may be asked to contribute if school items are lost or damaged.

13.4 Damaged or lost reading books will also have to be paid for at a flat rate of £5 per book.

However, costs for extracurricular activities are not covered.

14. Incorrect referencing

The school will charge £20 for parents who fail to reference their on-line payments correctly. Payments are to be made using the correct format and individually for each child.

Payment Code Prefix / Class / First Initial and surname of pupil (not parent)

| Payment type | Prefix | Example |
|-----------------------------------|--------|---------------|
| Fees | FE | FE/REC/Akhan |
| School Dinners | SD | SD/Y6/ZAli |
| Trip | TR | TR/Y3/MAhmad |
| Application to School | AP | AP/Y3/Mali |
| Registration Fee | RG | RG/Y2/HMajid |
| After School Club | ASC | ASC/Y2/AMoham |
| Lost Book | BK | LB/Y3/LPatel |
| Miscellaneous (none of the above) | MIS | MIS/Y3/MAhmad |

