



**MOOR PARK**

AD DEUM QUI LAETIFICAT JUVENTUTEM MEAM

## Fee Guide

**Academic Year 2018/19**

## Fee Guide September 2017

### Registration Fee – All EU pupils

The £100 Registration Fee is payable to enrol your child for the school and is non-refundable. It does not guarantee your child a place at the school.

### Deposit ~ EU Pupils

Payable to secure your child's place in the School. Refundable upon your child leaving the school, less any charges:

Tick Tock & Kindergarten: £200.00

Reception to Year 8: £400.00

Pupils moving from Kindergarten to Reception will be billed the additional deposit of £200.

### The Basic Day Fee

The basic day fee covers tuition, all teaching facilities, text books, exercise books, meals, sport, match travel and the majority of activities. Individual tuition for learning a musical instrument, speech and drama, sports coaching or for learning support is not covered by the basic day fee.

### The Basic Boarding Fee

This covers everything included in the Basic Day Fee plus any boarding booked and charged for in advance.

These fees are charged termly in advance with the amount varying according to the pupil's year group and whether they are day or boarding pupils.

Year Group	Basic Day Fee	Full Boarding Fee
Year 4 to Year 8	£5,745	£8,530
Year 3	£4,340	£7,120
Year 1 and Year 2	£2,350	-
Reception	£2,060	-

The Full Boarding Fee includes up to £50 worth of weekend activities per term. Anything which your child participates in over £50 per term will be added to your bill. For the majority of boarders, the £50 included per term is sufficient to cover all such activities.

**Boarding nights booked in advance** are charged for based on actual nights booked.

## The Tree House ~ Year 3 & Year 4

The cost per night to stay at The Tree House is £30. We are aware that your child may wish to try just a few nights at first. To this end we ask you to commit for a term but if, for any reason, this does not work out you will only be charged for the nights on which your child boards. This price and flexibility is designed to make the early years of boarding at Moor Park as positive an experience for you and your child as possible. You are welcome to book extra nights and these too will be charged at £30.

## Main House ~ Year 5 to Year 8

The following prices apply to nights booked in advance before the start of the relevant term:-

1 – 3 nights per week	£40 per night
4 – 5 nights	£38 per night

Friday remains the most popular night and priority will be given to those children who are booked in for 2 or more nights per week.

Children booking in for a Friday night will not be charged for Exeats, half terms or end of terms.

Additional ad hoc nights paid for in arrears	£43 per night
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### Changing boarding arrangements and missed nights

- Illness or other exceptional circumstance: we will do our best to enable missed nights to be re-booked without charge subject to availability.
- Change of regular boarding night(s): please discuss any requests with Mrs Ball ([lab@moorpark.org.uk](mailto:lab@moorpark.org.uk)) who will do her best to accommodate your request, subject to availability.
- One-off changes to boarding nights: we will try to facilitate these wherever possible, the exception being a swap to any special/themed nights. These themed nights are planned for different nights of the week during the year.

## Reception

Until the term in which your child turns 5 years old, they will be entitled to the 15 government funded hours per week. Eligible working families will be able to claim 30 hours of funded care per week. Whilst eligible, the value of these hours will be deducted from your termly fee.

Reception children receive a number of specialist taught activities which are included in your Day Fee. These include Mini Movers Dance classes, Sports Stars activity, Music lessons and Woodland School. Other extra-curricular lessons are available on request and incur an additional charge e.g. Tennis coaching, Typhoon swimming, ballet.

## Kindergarten

Children generally move into this class in the term after they turn three and remain in Kindergarten until the July before they transfer into Reception. However, children may transfer in the term before they turn three as long as all of the transfer requirements have been met.

The Kindergarten day is divided into two sessions, each of equal length and value:  
Morning Session 08.15 am – 11.45 am - Funded hours 8.15 am to 11.15 am  
Afternoon Session 12.15 pm – 3.45 pm - Funded hours 12.45 pm to 3.45 pm

For those receiving government funding:-

Mornings: Charge for additional half an hour	£ 5
Specialist taught activity	£ 6
Total morning charge	£ 11

Afternoons: Charge for additional half an hour £ 5

Non-funded sessions are charged at £24 per session.

The charge will include a mid-session snack + drink. Each morning there is a high quality, specialist taught extra-curricular activity available to all children depending on which day your child is booked in. These include Mini Movers Dance classes (Tuesday am), Mini Music Makers (Wednesday am), Sports Stars (Thursday am) and Woodland School/PE (Monday and Friday mornings). Other extra-curricular lessons are available on request and incur an additional charge e.g. Tennis coaching, Typhoon swimming, ballet.

Lunch plus supervision is available to all and is charged at £ 9.00 per day.

All three and four year olds are able to receive up to 15 hours of government funded childcare. Funding starts the term after your child's third birthday and continues until the term in which they turn five.

At Moor Park, parents are required to commit to at least three sessions per week in order to access the government funded hours.

Eligible working parents are able to access an additional 15 hours of funded care, making 30 hours in total.

Half a term's notice to the School is required for any change in the number of sessions.

*Attending for the extra half an hour for each session and the additional morning activities is optional under the rules. Should you opt for your child not to attend the morning activities, they will be supervised either in Kindergarten or Tick Tock whilst the session is in progress. Please give notice to opt out of these extras in writing to the Bursar ([bursar@moorpark.org.uk](mailto:bursar@moorpark.org.uk)) with at least half a term's notice.*

If you are interested in accessing free 15 or 30 hours per week provision then please contact the Bursar for details of how this operates at Moor Park.

## Tick Tock

### Under 2s

Full day 8.00 am - 6.00 pm:	£ 54.00
Half day 8.00 am - 1.00 pm or 1.00 pm - 6.00 pm:	£ 35.00
Full week:	£255.00

### Over 2s

Full day:	£ 52.00
Half day:	£ 33.00
Full week:	£245.00

Price includes breakfast, lunch, snack and tea. We provide milk or water to drink.

The sessional fee also includes a number of high quality, specialist taught extra-curricular activities, that are available to all children depending on which day your child is booked in, and the age of your child. These include 'Sing and Sign' Baby signing sessions, Mini Movers Dance classes (Tuesday am), Mini Music Makers (Wednesday am), Sports Stars (Thursday am) and Woodland School (primarily Mondays and Fridays but we aim to allow all children to experience Woodland School on a regular basis).

### Standard Charges

**a) Personal Accident Insurance - £3.75 per term**

It is essential that all children have personal accident cover and, therefore, given the small premium, it is school policy that this insurance is obligatory.

**b) School Fees Refund Scheme – 1% of basic boarding fee for boarders  
1.3% of basic day fee for day pupils**

This policy offers reimbursement of fees for periods of absence or missed classes due to illness. The scheme also includes accidental death cover.

This scheme operates on an opt-in basis. Please notify the Finance Officer if you wish to join the scheme.

**c) Emergency Dental Treatment - £5.00 per term**

This policy offers all-year, worldwide cover for the costs of dental accidents or emergencies.

This scheme operates on an opt-in basis. Please notify the Finance Officer if you wish to join the scheme.

**d) Doctor's Fee - £10.00 per term**

All full and weekly boarders are registered with a local GP Practice which provides a consultation either at school or the local surgery, as well as normal medical cover. For this service, we charge a small fee per full boarding pupil and this is added to the account.

**e) Bursary and Facilities Fund**

This is an opt-in facility. Should you wish to opt in, a contribution of £50 is added to your bill to help finance bursary awards and capital projects. If you wish to opt in or make a higher contribution then please notify the Finance Officer. Gift Aid forms are also available for these contributions. This will enable the school to claim an additional 25% on your donation to this fund.

**Billing**

Bills for **Kindergarten to Year 8** are issued three times per year as follows:-

- At the end of July for the Michaelmas Term plus any Summer Term extras
- At the end of December for the Lent Term and any Michaelmas Term extras
- At the end of March for the Summer Term and any Lent Term extras

The due date for payment is the first day of term.

Bills for **Tick Tock** are produced and due on a monthly basis and must be paid by the 5<sup>th</sup> of each month.

For full details of the school's fee payment policy, please contact the Bursar.

**Methods of Payment**

The following methods of payment are acceptable:-

- By bank transfer directly to the school's bank account.  
HSBC Bank plc  
Sort Code: 40-47-17  
Account number 22754533  
Please quote either the bill number or account number on your transfer.
- By cheque made out to 'Moor Park Charitable Trust Ltd'
- By advance payment/ lump sum. If a fee payer wishes to make an advance payment of fees, a discount will be applied based on current interest rates. Please contact the Bursar for further details.
- By monthly standing order. For parents who would like the facility to pay monthly, we can accept a monthly standing order arrangement provided that the term's fees are covered by four instalments and payments commence in the month prior to the start of term. Details are available from the Bursar.

## **Bursaries**

Bursaries may be made available to existing parents who are experiencing unexpected financial hardship or to new parents who are not in a position to pay full fee. All bursaries are means-tested and require the submission of full financial details to Bursary Administration Limited who draw up a financial summary report for the Governors to enable them to judge eligibility and the level of any award. The ability of the school to offer bursaries is dependent on its financial position at a given time and the maximum awarded is likely to be below 50% of the applicable fee. Bursaries are usually granted for a defined period, but may be granted with the expectation of being long term, subject to annual review. Details of the school's policy on bursaries are available from the Bursar.

Please be aware that all bursary offers should remain confidential between the parents and the school.

## **Armed Forces discount**

The school has a policy of offering allowances to children of members of the armed forces. Members of the armed forces qualify for a 10% discount on each child.

## **Sibling discount**

Parents with 3 children at the school will receive a 10% discount on their third child's basic day fee. A fourth child at the school will receive a 25% discount on the basic day fee. Please note that these discounts only apply while 3 or 4 children from the same family are in attendance at Moor Park at the same time.

## **Extras**

Extras such as outings, musical instrument tuition and extra tuition are charged in arrears. Where a parent has an outstanding account, the child will not be permitted to continue with a chargeable extra.

## **Extra Tuition**

The following fees apply:-

Musical instrument tuition - per lesson	£ 18.50
Individual Tuition (Learning Support) – per lesson	£ 25.00
Ballet and Jazz Dance – per term	£ 54.00
English as a Foreign Language – per lesson	£ 25.00
Speech and Drama – per lesson	£ 12.00
Taekwondo	£ 54.00

## **Clothing**

The uniform price list can be found on the website.

## **Daily Minibus run**

Charge per journey per child -	under 8 miles	£2.00
	over 8 miles	£3.00

### **After School Club**

The charging is as follows:

From 3.45 p.m. to 4.45 p.m. including tea	£6.00
From 4.45 p.m. to 6.15 p.m.	£6.00

There is a 50% reduction for children who have a sibling in Year 4 or above.

### **Occasional Breakfast/ Evening Meal**

Charge per meal	£4.00
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<b>Common Entrance Exam charges</b>	<b>£125.00</b>
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Pocket money is usually deposited by parents with house parents and is then given to the child eg. when they go on a trip.

Half a term's notice is required to cease any extra tuition lessons and any other chargeable activities.