

Hessle Mount School

Admissions, Fees and Non Payment of Fees Policy

Admissions

At Hessle Mount we seek to ensure that all our children will thrive in an environment of strong academic tradition and that they will benefit from the rounded education provided in a happy school community. We recognise our duty to embrace diversity and to work to overcome prejudice. We do not discriminate on grounds of diversity, gender, race or religion.

At the point of admission to Hessle Mount it is made clear to all prospective pupils and parents that they are expected to co-operate with the teachers and support staff and to promote the greater good of our school community. We believe strongly in the need for partnership with parents in order to support the developmental and academic needs of the children. This partnership must be based on mutual respect and honesty. We have the right to expect full disclosure of any learning support assessment or identified need, or medical condition or disability, which could require specialist treatment, support or equipment and any behavioural or disciplinary issues known to parents at the point of application and thereafter.

General Procedure for Entry

- Upon receipt of a request, a copy of the school prospectus will be sent out. This will enclose a notice of current fees.
- Prospective parents are encouraged to make an appointment to see Miss Cutting to look around the school (with or without the child), to see the children at work and play, meet teaching staff and experience the special atmosphere of the school. Where possible, no child is admitted until personal contact has been made.
- If parents wish to proceed with entry they will be asked to complete an **Application Form** and pay a returnable deposit.
- We will invite your child to come and spend a morning or afternoon with their class teacher and peers before starting school. This also allows the children to become familiar with the layout of the building and the daily routine.

Early Years Admissions

- The Pre-school accepts children between the ages of three and four years old, providing that toilet training is complete.
- We encourage parents to send their child to the Pre-school for a minimum of two to three sessions a week. In our experience this allows the child time to get to know their key worker, their peers and the routines of the Pre-school helping them to settle much quicker. Parents have an opportunity to change the number of sessions their child attends each half term according to availability.
- Entry into the Reception class is in the September following the child's fourth birthday. A request may be made as to which class they will be placed in.

Post Foundation Stage Entry

- Children can be accepted into the school at any time during the school year and will be placed in the class appropriate to their age.
- All applicants will be asked to provide a copy of their most recent school report.
- All children at Hessle Mount are encouraged to welcome new children into school so that each child's transition is a happy and successful one.
- Parents are welcome to bring their child into the classroom for a short time but will soon be encouraged to leave the child in the care of the teacher.
- The class teacher will carefully monitor the child's social and emotional well-being during this period. They will assess the child's numeracy and literacy to gauge the levels at which the child is working. Parents will be kept informed of the child's progress.

Fee Payment

All school fees are billed before the start of each term.

We offer Early Years Education funding for three and four year olds and accept all nursery voucher schemes.

Non-Payment of Fees

It is our policy to pursue all unpaid fees through the County Courts for the recovery of the school's money.

We aim to ensure the financial stability of the school by having a fair and consistent process for pursuing non-payment of fees.

To achieve this Hessle Mount School will:

- Inform all parents of the fee and payment structure of the school in writing.
- Issue invoices to parents when fees are due

If a payment plan is agreed between parents and the school the school reserves the right to withdraw the facility if the payments are not paid. If payments are not paid, as agreed, the full amount outstanding will then be due within seven days of the issuing of the overdue account letter.

If parents have used the services provided by the school without payment or their payment has been dishonoured Hessle Mount will take the following action:

- 1 Issue an "Overdue Account" letter asking for payment (plus bank charges if applicable) in full within seven days.
- 2 If payment is not received a "Second Warning" letter will be issued asking for immediate payment, in full in seven days plus a £10 administration fee. If payment is received within seven days no further action will be taken.
- 3 If after seven days full payment or a payment plan, agreed by the schools management, has not been received a "Final Warning" letter will be issued plus a further £10 administration fee. At this stage your child(ren) will be unable to use our services until payment in full is received. If payment is received within seven days no further action will be taken.
- 4 If payment is not received within seven days the school will immediately begin proceedings in the County Court for which we charge an administration fee of £50 and all court costs. If the school is required to attend at County Court, costs will be applied at a rate of £20 per hour.

Policy Implemented September 2010

Review Date September 2011