



Milverton House School and Nursery

Dear Parents,

Important fee information 2018-2019

At school there are a number of options on how to pay your fees; they can either be paid termly by bank transfer, cheque or cash or monthly by standing order. However there is a 2% administration fee to pay fees monthly.

For any parents wishing to take advantage of the monthly payment plans, please contact me directly preferably via e-mail so that I may revise your invoice amount and give you your correct monthly payment amount. Plans are spread over anything up to 11 months per year from Sept to July inc for January new starters fees will be spread over 8 months from January to Aug and then will revert to Sept – July from the Autumn Term. For those parents that have already requested monthly payment plans the payment information will be on your invoice. All plans need to be set up by you via your bank. All monthly transfer amounts need to be in our bank no later than the 15th of each month. This is to ensure that they are received in the correct calendar month. Please ensure that you do not deviate from your individual plans, as this will be taken as non-payment and a charge will be added to your account.

For any parent wishing to pay by internet banking please use the details below:

Acct Name: Milverton House School

Bank: Santander

Acct Number: 10157954

Sort Code: 09-02-22

Payment Ref: Your child's full name and what the payment is for (i.e. fees, lates)

When sending any payments via BACS, if there are various payments included within the total, please e-mail me with a breakdown of what is actually being paid to cpadmore@milvertonschool.com

As a school and nursery we are able to accept childcare vouchers for a number of things. If your employer is operating one of the many schemes available and you would like to make payments this way please come and see me for the reference numbers you will need. We will only accept childcare vouchers for fees up until the term your child turns five years old. As with bank payments if you are sending electronic voucher payments directly from your voucher account, please use your child's name as a reference. Please note that restrictions do apply when using vouchers.

I work limited hours during the holidays so if you have a query during the holiday period please email me and I will get back to you as soon as I am able to do so.

When you join Milverton you will be allocated login details for ParentPay which is an online payment and communication system. This is to be used for before and after school clubs, trips and all school communication i.e. text and email. It is not to be used to pay school fees unless by prior agreement as you will incur a charge payable by the parent. All school fees can be paid direct into the school account as stated above.

LATES & EARLIES CHARGING POLICY SEPT 2018

As a school we offer wrap around care from 7.45am - 5.30pm please see below charges that will apply should you use this facility.

Earlies are from 7.45am until 8.30am and will be charged £3. Lates will be charged from 3.30pm for Infants and 3.35pm for juniors. We will be using the Milverton clock in the dining hall as our guide.

Lates will be charged at £4.00 for any care up to 4.30pm and £8.00 any care up to 5.30pm. Breakfast and Teas will be charged at a £1 each. Late charges include a snack (milk/juice and biscuit/cake)

For those children who will be using the late facility following a club you will be charged £2.50 per 1/2 hour.

We offer a homework club on a Monday, Wednesday and Friday from 3.45pm until 4.30pm this is available to our junior children (Years 3 to 6) at charge of £2.00 per day. Once your child goes into homework club we ask that you do not collect early as this disturbs the other children on the club. If you know that you will be arriving before 4.30pm to collect please ask your child to go to the lates facility where they can be collected at anytime without disturbing others.

For any pick up after 5.30pm there will be a late pick up fee of £20 charged for every 15 minutes past 5.30pm. There will be no exceptions for this charge as our staff have to stay over to care for your child.

With the exception of myself and Donna no other staff member has any input or knowledge of how charging is applied so if you have an issue with any of the invoice charges/ times logged please speak directly to us and not to the staff on duty.

All late and early charges are invoiced on a monthly basis after the event and will need to be paid by the payment date stated regardless of the amount. If not a late payment charge of £30 will be added to your next invoice. If you have a query regarding a charge please contact me via email at cpadmore@milvertonschool.com or 02476 641722.

HOLIDAY SCHOOL CHARGING POLICY SEPT 2018

Milverton House School runs a holiday school during holidays with the exception of the week between Christmas & New Year. Forms are usually sent out 2 weeks prior to us breaking up and you are asked to complete the form clearly and return to school then make your payment via ParentPay or internet banking once payment has been received then your child's place will be confirmed. If you are paying by Vouchers, please make a note of the date of payment along with the name of the childcare voucher provider on your form so we do not have to chase you for payment that you have made already.

If your child is unable to make the day you have booked as long as we have at least 48 hours notice we will happily refund the payment made.

If you have any further questions the school office team consists of Donna Graham (School Secretary) and me (School Registrar) we are there to help you with the transition into school and with any other queries you may have in the future.

If you have any questions regarding the information contained in this letter please feel free to call me or come in to the office.

SCHOOL UNIFORM

You may order new uniform online via www.sportingtouch.co.uk and click on webstores or you can visit the store at 12, Alliance Close, Nuneaton CV11 6SD. We have an excellent selection of second hand uniform that is sold through the school via the PTA. Any questions please call school.

Kind Regards

Cherie Padmore
School Registrar