



KINGSTON GRAMMAR SCHOOL

FOUNDED 1561

SCHEDULE OF FEES – 2018/19

(Effective September 2018)

PROSPECTIVE PUPIL CHARGES

Registration Fee	£ 125.00
Acceptance Deposit	£1,650.00

TERMLY FEES & CHARGES

Tuition Fees	£6,410.00 per term, inclusive of stationery, text books and Personal Accident including Dental Cover Insurance
Public Examinations	GCSE, IGCSE & A2 fees are chargeable in the year they are taken
KGS Parents & Staff Association (PSA)	£5.00 per term, per family (added automatically but parents may opt out)
The Kingstonian (the school magazine)	£10 once a year on the spring term invoice (added automatically but parents may opt out)

OPTIONAL CHARGES

Personal Effects Insurance	£ 8.57 per term
AXA PPP Healthcare Scheme	£82.00 per term
Fees Refund Scheme	1.37% of fees payable

CATERING

Lunch - optional	£270 per term. A 50% reduction to the Lunch charge is made for Fifth and Upper Sixth Form pupils in the Summer Term IF they have been confirmed as going on study leave
Breakfast	Cash charged on purchase. Served 7.30am-8.30am
Morning Break	Cash charged on purchase. Served 10.45am-11.10am

INSTRUMENTAL MUSIC LESSONS & LOAN/HIRE OF AN INSTRUMENT

Extra-curricular music lessons are available at the additional cost of £210* per term with theory lessons at the cost of £210* per term for individual tuition or £105* per term for shared lessons. Payments are made direct to the peripatetic music teacher concerned. **One full term's written notice is required to terminate lessons.** Request forms will be included in the New Parents Pack.

** The rates quoted above have been negotiated with visiting music teachers. It is open to both parents and teachers to agree different rates. The school shall assume that these rates apply unless notified otherwise. Subject to availability a range of school*

instruments are available for hire free for the pupil's first term then £35 per term thereafter. Request forms will be included in the New Parents Pack.

UNIFORM & OTHER CHARGES

In addition to fees and the above extras parents should also note that they will need to purchase uniform and sports kit (from the School's chosen suppliers) and there may be additional charges relating to optional trips, some co-curricular activities and compulsory subject field trips.

INSURANCES

The cost of Personal Accident Insurance (incorporating dental cover) is included in the tuition fee.

Parents should ensure they have appropriate insurance cover for pupil personal possessions and other risks as they believe appropriate. Optional policies are available through the School as detailed under optional charges above. The School does not accept any responsibility where parents do not have adequate insurance cover.

When students are travelling on school trips they are covered under the KGS Travel Insurance and in terms of medical treatment this will cover the emergency treatment required whilst away. On return home after the trip, if any further treatment is required this is not covered under the travel insurance. Please take time to consider the insurance options available through the school.

DEPOSIT

A deposit is payable on acceptance; the deposit is non-refundable if the child does not take the place at the School. Deposits less any sum outstanding and due to the School are refunded to either of the parties signing the Acceptance Form and Parent Contract once the child has left the school and all additional charges are settled.

FEEES

Governors review fees annually and parents are informed a full term in advance of a change, normally by the end of March. Exceptionally, if unforeseeable conditions arise, a review may be necessary at other times and in these circumstances parents would be informed at least a full term in advance of a change.

PAYMENT OF FEES

Payment of fees are by **direct debit**. Parents may choose to pay fees either termly when fees will be collected 5 working days before term starts or in monthly instalments (each instalment being due on the first working day of each month) with supplemental charges being collected 5 working days before term starts.

For parents paying fees by monthly direct debit, the fees for each term accrue separately and the fees for each term will be collected over 4 months (3 months for new parents) as follows:

Fees for:	Existing Parents	New Parents
Autumn Term 2018	2 nd July 2018 1 st August 2018 3 rd September 2018 1 st October 2018	3 rd September 2018 1 st October 2018 1 st November 2018
Spring Term 2019	1 st November 2018 3 rd December 2018 2 nd January 2019	3 rd December 2018 2 nd January 2019 1 st February 2019

	1 st February 2019	
Summer Term 2019	1 st March 2019 1 st April 2019 1 st May 2019 1 st June 2019	1 st March 2019 1 st April 2019 1 st May 2019

Once a direct debit arrangement is set up for an individual pupil it will continue in force until cancelled. If you require a new mandate to complete, please contact bursary@kgs.org.uk

PAYMENT DUE DATE & LATE PAYMENT CHARGES

Parents are reminded that under the conditions of acceptance, **school fees are due on or before five working days before the first day of term.** The only exception is where parents have chosen to pay fees by monthly direct debit. Compound interest on a daily basis at 3.50% per annum will be added to all outstanding accounts after the due date and an administration charge of £10.00 will be added for each debt collection letter the School needs to send. A debt collection letter covers correspondence relating to overdue accounts, cancelled or returned cheques and direct debits.

WITHDRAWAL - FEES IN LIEU OF NOTICE

Parents are also reminded that under the conditions of acceptance, **at least a term's notice of withdrawal is required in writing**, sent to the Head Master and that fees in lieu of notice will be charged for late withdrawals after the due date e.g. for withdrawal before the start of Autumn Term 2018 (1 September 2018), notice to be received before the start of the preceding Summer Term 2018 (23 April 2018).

CANCELLATION OF OTHER CHARGES

In order to cancel insurances, lunch and other charges notice must be received by half term in the preceding term by emailing the Finance Office - bursary@kgs.org.uk

FEES IN ADVANCE

The Fees in Advance Scheme provides a method where the cost of education can be reduced by making an advanced lump sum payment. In return for a lump sum the School offers a credit to be applied against the fee invoice for a set number of terms. The total value of these credits will be commuted at an agreed rate to calculate the amount of the lump sum payment. The commutation rate currently in force is 1.75%. Parents wishing to take advantage of this scheme should contact bursary@kgs.org.uk for the appropriate documentation and further information.

RESTRICTION ON CREDIT FACILITIES - FARE MONIES

As all bus journeys are now cashless, the Finance Office does not have provision to assist if Oyster Cards are forgotten or lost. Whilst recognising that emergencies do exist we must continue to restrict the provision of credit to manageable levels. In an emergency, pupils may borrow monies from the Finance Office for their train fare home and these monies must be repaid to the Finance Office the next day.

MEETING WITH THE BURSAR

If you are experiencing financial difficulty and would like an appointment to meet the Bursar in confidence to discuss matters, please call the Bursar for an appointment.

APPENDIX TO THE SCHEDULE OF FEES - Force Majeure (i.e., circumstances beyond our control)

Clause 15(c) of the Terms and Conditions of the Parent Contract will apply in the event that the School is wholly unable to perform its obligations under the parent contract for one or more of the following reasons:

1. Property damage caused by a fortuitous, external peril. This does not include damage caused by:

1. Changes in the water table level if solely attributable to such changes;
2. Atmospheric and climatic conditions other than storm or flood;
3. Confiscation, destruction or requisition by order of the government or any public authority;
4. Pollution or contamination unless caused by: fire, lightning, explosion, earthquake, aircraft or other aerial devices or articles dropped therefrom, riot, civil commotion, strikers, locked out workers, persons taking part in labour disturbances, malicious persons other than thieves, storm, flood, escape of water from any tank apparatus or pipe or impact with a road vehicle; or
5. Bursting of a boiler, economizer, vessel, machine or apparatus in which internal pressure is due to steam only.

2. Prevention of access to the premises caused by:

1. Damage to neighbouring property;
2. Any action of Government, Police or Local Authority due to an emergency which could endanger human life or neighbouring property; or
3. Unlawful occupation of the premises by third parties other than in the course of a dispute between the School as employer and any employee or group of employees.

Save that clause 15(c) will not apply if the School is closed due to the order or advice of a competent Local Authority as a result of an occurrence of an infectious disease (or the discovery of an organism resulting in or likely to result in the occurrence of an infectious disease), food poisoning, defective drains or other sanitary arrangements or vermin or pests except as set out in paragraph 3 below.

3. Specified disease, murder, food poisoning, defective sanitation or vermin, namely:

1. Any occurrence of a specified disease at the premises or within a radius of 25 miles of the premises;
2. Any discovery of an organism at the premises resulting in or likely to result in the occurrence of a specified disease;
3. Any injury or illness sustained by any person arising from or traceable to foreign or injurious matter in food or drink provided at the premises;
4. Any accident causing defects in drains or other sanitary arrangements at the premises;
5. Any discovery of vermin or pests at the premises which prevents use of the premises on the order or advice of the competent local authority; or
6. Murder, rape or suicide at the premises.

4. Interruption to electricity, gas or water supplies caused by damage at any:

1. Electricity generating station or sub-station;
2. Land-based premises of the School's gas supply undertaking or linked natural gas producer; or
3. Water works or water pumping station;

Interruption to electricity, gas or water supplies caused by failure of supply at the terminal ends of the supply undertaking's feeder at the premises from any cause other than deliberate act of the supply undertaking in withholding or restricting supply.