

Payment of School Fees and Extras

The payment options available to you:-

Ten monthly instalments by Direct Debit (Reception and above)

Payment of fees, insurances and coach on the 22nd of the month in ten equal instalments collected by Direct Debit, from July to April each year. Payment of extras or additional charges during the year will be paid by Direct Debit on the first day of the term following receipt of the invoice. Late or returned payments will incur a £30 admin fee.

Three termly payments by cheque or BACS (Nursery only)

Payment of the total fees and extras for each term payable in full on or before the first day of the term following the invoice. BACS payments should be made to Allied Irish Bank, 23-84-85, 39535042 quoting your account reference and a remittance advice sent to finance@yateleymanor.com. Late or returned payments will incur a £30 admin fee.

One annual payment by cheque or BACS (Year 1 and above)

Payment of fees, insurances and coach for the whole academic year, payable in full, on or before 22nd July, by BACS to account 39535042, sort code 23-84-85. Accounts settled in this way will receive an advance payment discount of £200 per annum. Payment of extras or additional charges during the year will be due on the first day of the term following the invoice. Late payments will forfeit the advance payment discount.

Childcare Vouchers and Tax-Free Childcare

Childcare Vouchers (CCV) and Tax-Free Childcare (TFC) can be accepted by a school for a child aged three or more but not of compulsory school age. (A child becomes of compulsory school age on 1 January, 1 April or 1 September next following his or her fifth birthday.)

CCV and TFC may be accepted in the Nursery, and in the Reception class according to your child's date of birth. Once your child reaches school age, CCV and TFC can only be accepted towards the cost of Holiday Clubs run by Yateley Manor School (Leisure) Ltd. Please email finance@yateleymanor.com to request the relevant account details for your CCV company.

If fees are not paid in accordance with the terms and conditions there will be a late payment surcharge of 2% per month, or part thereof, applied to the fee invoice from the beginning of term in addition to the above mentioned admin fees.

If you would like to request a Direct Debit mandate or change your method of payment please email finance@yateleymanor.com .

The fee invoices will be sent by email. If your email address changes or your invoice is not received please email finance@yateleymanor.com.