



Yateley Manor Fees and Regulations September 2020 to July 2021

Termly Fees:

Nursery:	Each morning session	£417
	Each afternoon session	£340

A session consists of the same weekday morning or afternoon throughout an entire term. Parents can choose as many or as few sessions as they wish. When children attend a morning and afternoon session on the same day they are given lunch and looked after for the whole day. Ad hoc Nursery lunchtime sessions are charged at £7 per hour.

Yateley Manor participates in the Hampshire Early Years Education Scheme for children aged three and four and your entitlement for up to 15 hours per week is without charge (subject to the scheme regulations). Where the entitlement finishes part way through a session, the remainder of the session is charged at £7 per hour (or part thereof) per week, including after school care. The above fees are therefore indicative only and actual fees/lunchtime charges will depend on days and hours chosen.

We also participate in the 30 hours Early Years Education Scheme for children in Nursery and Reception, subject to eligibility and Yateley Manor terms and conditions.

Pre-Prep	Year 1 and Reception	£3,840
	Year 2	£4,062
Prep School:	Years 3 and 4	£4,935
	Years 5 to Year 8	£5,265

The termly fee covers all normal activities within school and includes:

- Daily morning snack, school lunch and afternoon snack
- Supervision before school from 8.00 am onwards
- All educational one-day trips in the UK which take place on normal school days
- All class tuition, text, exercise, library books, basic stationery and equipment
- All on-site sports and equipment and travel to school matches within the UK

In Pre-prep (Reception to Year 2),

- Supervision after school until 4.30 pm when clubs start and up until 6pm
- Afterschool activities run by school staff from 4.30pm to 5.30pm
- Sandwich, cold light tea for those staying past 4.30pm

In Prep (years 3 to 8),

- Afterschool clubs run by school staff from 4.30pm to 5.30pm
- Supervision after clubs until 6.30 pm
- Residential field trips in years 5 and 6, a language course in France and a field work residential trip in years 7, along with outdoor pursuits residential in year 8.

There are no compulsory extras.

Optional extras **not included** in the termly fee:

• Music instrument hire, per term (except small violins)	£46.00
• Small violin hire, per term	£26.00
• Individual music tuition, per 30 minute lesson	£19.00
• Individual Learning Support tuition, per 30 minute lesson	£35.00
• Horse riding, per two hour session.	£34.00
• Chess Masterclass, per 90 minute lesson	£10.00
• Breakfast provision and supervision from 8 am, per day	£3.00
• Continental breakfast and supervision from 8 am, per day	£1.50

External Examinations for music, ballet, LAMDA, GCSEs and Common Entrance are chargeable extras. The cost of the examination will be notified to prior to exam entry.

Home to School Coaches

- School Coach/Minibus, termly -1st Child: all areas £350.00
- School Coach/Minibus, sibling on same coach as 1st child - all areas £175.00

Above coach charges are for 10 journeys per week booked in advance, fewer booked journeys are charged pro-rata. Ad hoc journeys are charged at £4.50.

Payment is normally by ten monthly direct debit instalments beginning in the July of each year unless otherwise agreed by the school, with all fees payable in full on or before the first day of each term and any account not settled in this way will be surcharged by 2% per month or part thereof. Termly and Coach Fees, and any insurances, are charged in advance, any extras in arrears. Different payment arrangements are in place for the Nursery.

Reductions on the Termly Fee are available for children of former pupils and for siblings while the older sibling is at Yateley Manor. Please contact the Registrar for details. Payment of a year's fees in advance (by 22nd July or next working day thereafter,) results in a £200 reduction for years 1 and above. Otherwise payment of fees is by monthly direct debit unless otherwise agreed by the school. Missed payments result in a £30 admin charge per missed payment.

The Registration Fee of £100 covers administration and assessment. It is not returnable.

The Deposit of £500 is due as confirmation of parental intention before a child finally joins the school. This is held until the pupil leaves and returned at the end of their final term. It is not returned in any other way. Please note that if a pupil leaves at the end of Nursery and does not join Reception, the deposit is not returnable.

Damage and loss to school property. Where damage is caused to School property through a pupil's negligence or wanton behaviour or where School belongings, such as textbooks, are lost by a pupil the parents' account will be charged with the full cost of repair or replacement.

Withdrawal and Notice. In accordance with the Parent Contract a full term's notice is required before the premature removal of a child and in default of such notice a full term's fees will be charged. This applies to all pupils at the school and Nursery. Notice must be in writing or email on or before the first day of term and is a contractual obligation which the Headmaster is not at liberty to waive. The School do not offer any "rolling notice" provision. The responsibility of a full term's fees is incurred the moment a place is accepted in which case notice of withdrawal must reach the School not later than the first day of the term prior to that in which the pupil was to enter.

The Headmaster has the right, should he consider circumstances warrant such action, to require the immediate removal of a pupil. In this event no claim shall arise for the remission or return of any portion of fees for that term.

Rebate of fees for absence from school is not given and parents should enrol in the School Fees Refund Scheme. Full details of this scheme is sent to parents when their children first join the School. It is the Parents' duty to ensure that all pupils' property is fully insured when at School. Pupils leaving part way through a school term will not receive a rebate of fees for days within that term that won't be attended.

Health. Parents will inform the School of any notifiable or dangerous diseases. If a pupil requires emergency medical treatment every effort will be made to obtain the prior consent of the parent or guardian, but where this is impossible in the time available, the Headmaster, or his appointed representative, acting in loco parentis, is authorised to give valid consent to such treatment, including anaesthetic or operation, as may be recommended by the doctor.

Dangerous objects and substances. No pupils shall bring dangerous or illegal objects or substances to school.

Pupils' money and expensive belongings. Expensive items or large amounts of money should not normally be brought to School, but if they are then they should be handed to a member of Staff or the School Office for safekeeping. For details regarding mobile phones please refer to our mobile phone policy which can be found on our web site.