



Charging Policy

Equality Statement

Centre Academy East Anglia is committed to a policy of equality and aims to ensure that no employee, job applicant, pupil or other member of the school community is treated less favourably on grounds of sex, race, colour, ethnic or national origin, marital status, age, sexual orientation, disability or religious belief. We provide a safe, supportive and welcoming environment

To be reviewed annually

Next review date: October 2018

Signed:

A handwritten signature in black ink, appearing to read 'Dr Rollo'.

Date: 01/10/17

Principal and CEO

Dr Rollo

Signed:

A handwritten signature in black ink, appearing to read 'Mrs Salthouse'.

Date: 01/10/17

Head of School

Mrs Salthouse

Centre Academy East Anglia is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Fees for Centre Academy East Anglia are as follows:

	Per term	Per annum
Day Pupils	£6,000-£8,625	£18,000-£27,000
Boarding Pupils	£8,333-£12,075	£24,999-£36,225

Please Note: Fees are **inclusive** of all therapies and support, including Speech and Language, Occupational Therapy, Physiotherapy, Yoga, Counselling and one-to-one tutorials in reading, literacy, numeracy and other subject-based disciplines. *All support is provided by fully qualified teachers; we do not employ learning support assistants.*

Fees also include all books, supplies and materials for each class and subject. For boarding students, fees include laundry and activities that are part of the school curriculum.

We offer flexi-boarding for children who wish to sample boarding life or for those whose schedules make spending the night at school advantageous. There is a £25.00 charge for flexi-boarding, but space is usually very limited; parents wishing to have their child flexi-board must contact the office at least one week ahead.

Optional Extras

The following activities are available at extra cost:

Individual Music lessons.

Bursaries

Centre Academy East Anglia occasionally provides bursaries for parents with exceptional financial difficulties. Bursaries will only cover part of a child's fees and are not automatically renewable.

All fees must be paid in full on or before the first day of term. Any cheques returned unpaid will incur a £10.00 administration fee, separate from and in addition to any related bank charge. School lunches are a compulsory part of the School's fee structure.

In the event of a pupil leaving the school, the pupil's parents or guardians must give the School advance written notice of one full term or become liable to pay in full, (in lieu of such notice) fees for one full term.

Additional Charges

The following are additional charges:

- costs of lost and destroyed school property and breakages;
- cost of horse riding, music, singing, and sailing activities;
- any costs associated with individual tuition in the playing of musical instruments whether in or out of school hours (UNLESS it is provided as part of a syllabus for a prescribed public examination or is required by the National Curriculum);
- the cost of optional extras provided outside school hours, but the charge must not exceed the cost of the provision, and parents must agree to their child receiving the optional extra;
- the cost of entering a pupil for a public examination not prescribed in regulations, and the cost for preparing the pupil for such an examination out of school hours.

In all cases where additional charges are likely to be made parents must be told the amount in advance. CA East Anglia sends out a list of activities with amount payable to parents at the beginning of each school year.

Charges for additional and requested activities are billed at the end of each term, whereas charges for school fees are charged in advance.

Responsibilities

The CEO/Principal is responsible for making and reviewing the policy.

The Head of School (or Bursar/Finance Officer etc) is responsible for the implementation of the policy and ensuring that staff, parents and pupils know the details as appropriate.

Monitoring and Review

The Bursar will report on the policy to the Head of School as appropriate.

The Head of School will report to the CEO, Principal/Proprietor on any relevant aspects of the working of the policy as appropriate.