



# Ghyll Royd School

A foundation for life

# Fees Policy

Policy Leader: Sara McNaught

Policy review completed by the Finance Officer

July 2025

Name of Finance Officer

Sara McNaught

Date to be reviewed

July 2026

# **Fee Policy**

## **Introduction**

This policy sets out the procedure for following up on non-payment of fees.

## **Parent Obligation**

Parents will receive termly fee invoices before the start of each term. These are payable in full on or before the first day of the new term.

## **Non-payment of fees process :**

1. Step 1 – by working day 10 of the term : a reminder phone call or email will be sent from school reminding the family of this late payment policy. Payment must be made or the parent should contact the school to arrange a meeting with school within 5 working days.
2. Step 2 - by working day 15 of the term : if payment has not been received by this date or a payment plan has not been agreed with school a letter will be sent to the family. Late fees may be applied.
3. Step 3 – by the last day of half term : if no payment is received or payment plan agreed a letter will be sent to the family. This letter will state that unless full payment is received by the first working day of the next half term the child / children will be asked to stay at home until payment has been made or an agreement has been reached with school.
4. Step 4 – by the first day of 2nd half of term : if no payment has been received or payment plan agreed the child / children's place at Ghyll Royd School will be held for 1 calendar month at which point the notice period fee (one term) will be added to the account and the child will no longer have a place at the school.

If at any point an agreed payment plan made with the school is broken, the school will proceed immediately to Step 2 (above) on the 5th working day after the agreement is broken.