



BROUGHTON MANOR
PREPARATORY SCHOOL

Preparatory department

School Fees 2011 – 2012

8 – 11 years

Registration	£50.00 non-refundable		
Fees	Annual	Term	Month
3 term year (school day 8.30am – 4.00pm, plus after-school care until 6.00pm, term time only)	£9,918.00	£3,480.00	£870.00
All inclusive rate (8.00am – 6.00pm, 46 weeks per year)		£4,060.00	£1,015.00

Annual payment includes a 5% discount and is allowed when fees are paid in full and in advance, on or before 7th September 2011.

The all inclusive rate allows maximum annual attendance, using all holiday playscheme weeks and attending 8.00am–6.00pm, five days a week. This fee option includes all meals.

Sibling discount will be allowed on the tuition fee element only.

£162.50 per week / £32.50 per day (8.00am – 6.00pm)

Holiday playscheme

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*Limited places are available for children who are not on all inclusive fees, these are offered on a first come first served basis.

Early fees Pre-booked only at £4.00 per half hour from 7.30am – 8.00am

Late fees Available 6.00pm – 6.30pm
£6.00 per half hour (24 hours notice)

£10.00 per half hour (booked on the day)
£15.00 per half hour (booked after 4pm on the day)
£20.00 per half hour (not booked)

Sibling discount

50% - for 2nd child when both children are under 2½ years
20% - for 2nd child when oldest child is 5 years and under
15% - for 2nd child when oldest child is over 5 years
30% - for third child
40% - for fourth child

**Introductory
Discount**

When a current family introduces a new family to the school, there is a one-off discount of £500 for both families, providing the new child is full time. A pro-rata sum is given if the new child is part-time. The new child is given the discount immediately. The family who has made the introduction is given the discount after the new child's first term.

Conditions 2011 - 2012

Basis of charges

- Fees are calculated over 34.2 academic weeks this year.
- In addition there are 53 days of holiday playscheme.
- A non-refundable registration fee is payable by all new pupils.
- Fees are payable in advance, either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually.
- If payment of fees is not made on the due date interest of 10% is added.
- For those who enter mid-year, the fees are calculated according to the date of entry, from any half term, and therefore monthly payments may differ from those printed on the fees sheet.
- There is no reduction in fees if a child is absent due to illness, holidays taken in term time or for any other reason.
- A limited number of academic awards may be given each year in the Preparatory Department.
- Parents who arrive after 6.00pm (or 6.30pm if that is their normal time for collection) are charged £20.00 per half hour, or part of a half hour, per child, unless they have pre-booked.
- Private music tuition is billed by the tutor.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in the case of a sick child or in an emergency, will be charged £10 after one hour and £10 for every subsequent hour, until they arrive.

Illness and Medicines

- Children who are ill should remain at home.
- Children suffering from sickness and/or diarrhoea should stay away for **48 hours** after the symptoms cease.
- Medicines, including inhalers, may be given to children by Matron, if necessary. These should be handed in at the office and the medicine book should be signed by the child's parent.

Notice period

- One complete term's notice of removal from the Preparatory Department should be given by letter to the Headmaster, to expire at the end of a term.
- Failure to give the required notice will result in one term's fees being charged in lieu of notice.

Attendance

- Registration each day is at 8.30am and afternoon lessons end at 4.00pm.
- Requests for absence during term time should be made by letter to the Headmaster.