



SCHOOL FEES PLAN

By the grace of Allah and through parental contributions, our organisation has benefited greatly over the past years. The total yearly parental contribution is payable to Crescent Educational Trust Limited for each child attending Fig Tree primary. The school fees are divided over 12 months.

Annual Payment Plan (12 monthly Instalments)

- £2220.00 x 1 Student Annual Fees
£185.00 x 1 Student/month
- £3960.00 x 2 Students Annual Fees Incl. Family Discount
£330 x 2 Students/month Incl. Family Discount
- £5340.00 x 3 Students Annual Fees Incl. Family Discount
£445 x 3 Student/month Incl. Family Discount
- £6480 x 4 Students Annual Fees Incl Family Discount
£540 x 4 Student/month Incl. Family Discount

1. These figures include family discount as well.
2. Please set up Standing order through your online banking.
Lloyds Bank
Crescent Educational Trust
Sort Code: 30-96-18
Account Number: 37770560.
3. Fees are subject to changes following the Managing Committee annual review.
4. Please inform the School immediately of any changes to your contact information.
5. All fees are payable in advance, this can be monthly or annually. Fees are expected to be paid on the first of each month or by the fifth of each month at the latest. No allowance can be made for absent payments, whether due to illness or other causes unless the Director/Head Teacher or Nursery Manager agrees this.
6. Payments after five days, of agreed date of each month, will incur a charge of £5, £5 will be added after every five days. Payments are to be made by direct debit. If cash or cheque payments are made, there will be a £5 administration charge per payment.
7. Four weeks notice of intent to remove a pupil from the School, must be given in writing to the Head Teacher, otherwise payment for the following term will be payable in lieu of notice.
8. Parents are liable to pay the full instalment for the terms their child(ren) is/are admitted at the school. Where there are siblings, discounts will be applied.
9. If non-payment goes over a **45 days period**, the child(ren) will not be allowed back to School until all outstanding arrears, including the fines, are received in full.

FEE AGREEMENT

I,..... (Parent name) agree to pay the school fee for the academic Year for my child(ren) listed below:

- 1.....ClassYear:.....
- 2.....Class.....Year:.....
- 3.....Class.....Year:.....
- 4.....Class.....Year:.....

The total annual amount is £.....

Payment schedule:

I pay £..... monthly in advance on1st...../.....5th..... of every month.

I pay £..... annually in advance on

Late fee Charges:

- Payments after five days, of agreed date of each month, will incur a charge of £5.
- Payments after ten days, of agreed date of each month, will incur a charge of £10.
- Payments after fifteen days, of agreed date of each month, will incur a charge of £15.
- Payments after twenty days, of agreed date of each month, will incur a charge of £20.
- Payments after twenty five days, of agreed date of each month, will incur a charge of £25.
- Payments after a month, of agreed date of each month, will incur a charge of £30.
- Payments after thirty five days, of agreed date of each month, will incur a charge of £35.
- Payments after forty days, of agreed date of each month, will incur a charge of £40.
- Payments after forty five days, of agreed date of each month, will incur a charge of £45.

If non-payment goes over a 45 day period, the child(ren) will not be allowed back to School until all outstanding arrears, including the fines, are received in full.

Payments are to be made by direct debit.

If cash or cheque payments are made, there will be a £5 administration charge per payment

Full Address:

Telephone/Mobile:

Signature of parent or guardian:

Signature of Crescent Educational Trust member:

Date:

This form is legally binding and necessary in reserving a place for your child for the academic year 2023-24.

PARENT AND SCHOOL AGREEMENT

Terms and Conditions for admission at Fig Tree Primary School:

1. Qur'an and Sunnah to be followed in all aspects of life particularly prayers, dress, haircut, social affairs etc.
2. Disclosure of all previous character and conduct is necessary.
3. No time will be permitted to go on holiday during term time. However, in cases of emergency or necessity, parents or guardians wishing to obtain leave for any child may contact the School for further information.
4. To insult teachers or staff of Fig Tree Primary and Nursery will be judged as inexcusable and any person found guilty of such behaviour will be liable for dismissal.
5. All places offered are subject to academic, social, moral, spiritual and cultural reviews.
6. Fig Tree Primary reserves the right to terminate any child's admission when it deems necessary. Anyone whose admission is terminated will not be readmitted and have no legal remedy against Fig Tree Primary School.
7. At the end of all holidays every child must return to Fig Tree Primary on the appointed day except when extra leave is granted.
8. If in any event a child has to be sent home then the parents, guardians or relatives will have to without objection or delay collect them from the school office.
9. Any false information given or any required information undisclosed will be liable for immediate dismissal.
10. No electrical devices or marker pens should be brought in to school. Any inappropriate items will be confiscated if brought onto school grounds.
11. Any mobile phones brought in to school will be confiscated and parents contacted.
12. The school uniform and dress code must be respected and strictly adhered to at all times.
13. All school rules and policies will have to be adhered to fully. For a complete list of school rules and policies, please contact the office manager who can provide photocopies.

DECLARATION

I confirm that I have read and understood or had it explained to me all the above rules & regulations. I confirm to the best of my knowledge and ability that the information given on this admission form is true and accurate. I understand that my child(ren's) application will be removed if I have knowingly given false information. I accept and agree to abide by the rules & regulations laid down by the governing authority of Fig Tree Primary and Nursery, which may be subject to change at any time if necessary.

Signature:

Print name:

Date: