

Yateley Manor Fees and Regulations September 2011 to July 2012

Termly Fee:

Nursery:	5 Mornings per week (advisory)	£1425
	Each afternoon session (optional)	£235

An afternoon session consists of the same weekday afternoon throughout an entire term. Parents can choose as many or as few afternoon sessions as they wish. When children attend an afternoon session they are given lunch and looked after for the whole day.

Yateley Manor participates in the Hampshire Early Years 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 £5 per hour or part thereof, including after school care.

Pre-Prep:	Year 1 and Reception	£2750
	Year 2	£3275
Prep School:	Year 3 to Year 8	£3860

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

- daily morning snack, choice of cooked lunch or salad, and afternoon snack
- supervision before school from 8.00 am onwards
- in Pre-prep, supervision after school until 4.30 pm when clubs start
- all after school activities in Pre-prep and Prep from 4.30 to 5.30 pm
- in Prep, supervision after clubs until 6.30 pm
- in Pre-prep, supervision after clubs until 6.00 pm
- five residential field trips, one each in Years 5 and 6, and a five-day language course for Year 7 in France and two five-day courses in Years 7 and 8.
- 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

There are no compulsory extras.

Optional extras not included in the termly fee:

• School Coach, termly-1 st Child: all areas	£260.00
• School Coach, sibling on same coach as 1 st child - all areas	£130.00
• Music instrument hire, per term	£45.00
• Individual Learning Support Tuition, per 30 minute lesson	23.00
• Horse riding, per two hour session, including transport	£35.00
• Full English breakfast and supervision from 8 am, per day	£2.20
• Continental breakfast and supervision from 8 am, per day	£1.10
• Lunch - morning nursery, per day	£5.00
• Chess Masterclass, per 90 minute lesson	£7.00

Payment is normally by ten monthly instalments beginning in the July of each year.

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.

Reductions on the Termly Fee are available for children of former pupils and for siblings. Please contact the Registrar for details. Payment of a year's fees in advance results in a £300 reduction for years 1 and above. Otherwise payment of fees is by monthly direct debit. Missed payments result in a £20 admin charge per missed payment.

The Registration Fee of £50 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, when it is returned at the end of the last term. It is not returned in any other way.

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 I.A.P.S. regulations 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. Notice must be in writing on or before the first day of term and is a contractual obligation, which the Headmaster is not at liberty to waive. 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 enroll in the School Fees Refund Scheme. The School has full public liability insurance but parents are strongly urged to enrol their children in the Pupils' Personal Accident Protection Scheme. Full details of both these schemes are sent to parents when their children first join the School and the premium is initially debited to their accounts. If the charge is not deleted pupils are automatically enrolled until their time at Yateley Manor ends, or further instructions are given. The Pupils' Dental Protection Plan is also strongly recommended. It is the Parents' duty to ensure that all pupils' property is fully insured when at School.

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, brought to School should be handed to a member of Staff or the School Office for safekeeping.

Uniform. All pupils must abide by the clothing regulations, which govern rules of dress and personal appearance.