



May 2016

Dear Parent(s),

Payment of School Fees

The school operates a direct debit scheme. Each set of termly fees are split into three instalments. The first instalment is made one month before the school term commences, the second instalment in the first month of term, and the third instalment in the second month of term. The fees will be collected on approximately the 10th of each month:

Autumn Term:	August, September, October.
Spring Term:	December, January, February.
Summer Term:	April, May, June.

In line with City of London Corporation policy, there is no administrative charge for this service, however, it should be noted that if a direct debit payment is returned by your bank, the facility will be withdrawn (pending written request from parents to be reinstated), and a £25.00 surcharge would be applied. If however, the fault is that of the bank, this will not apply.

Direct debit transfer is the school's preferred method of payment. Payment by direct debit reduces administrative costs and is secure and reliable.

However, fees may also be paid by direct bank transfer (quoting your fee a/c reference), or by cheque sent into the schools finance office.

We also have the facility to take credit card payments over the phone, and we encourage debit card payers to use the above options as card payments attract additional charges for the school.

In all non-direct debit cases, full payment of each term's invoice is expected prior to the first day of term.

Kindly complete the attached mandate in full and return to this office as soon as possible.

Should you have any queries please do not hesitate in contacting the office on 020 7847 5571/5534.

Yours faithfully

Robert Woodvine

Finance Manager

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