



LINGFIELD NOTRE DAME

Lingfield Surrey RH7 6PH

SCHEDULE OF FEES (with effect from Autumn Term 2011)

Registration Fee:	Payable on submission of application - £50 (non-refundable)		
Tuition Fees:	Junior School	Nursery - 5 mornings per week	£1,170 per term
		Nursery – 5 afternoons per week	£1,015 “ “
		Nursery - full time	£1,975 “ “
		Reception to Year 6	£2,520 “ “
	Senior School	All years including VI th Form	£3,315 “ “

(Nursery fees vary according to the number of sessions attended by a pupil. Please refer to the end of this schedule for the charges associated with some popular choices.)

When two or more children from the same family attend the school *at the same time* the second born child's fees attract a 5% discount and each child thereafter receives a 10% discount off tuition fees only. Fees are payable in full on or before the first day of term unless arrangements have previously been made in writing to use the school's approved monthly payment scheme.

The offer of a place at Lingfield Notre Dame needs to be secured by the return of a signed Form of Acceptance together with the payment of a retaining deposit (£100 – Nursery, £500 – Reception to Year 6, £700 – Senior School) which is deductible from the first term's fees. The retaining deposit is not refundable if the place is subsequently not taken up.

Payment Terms: Fee accounts are payable on or before the first day of each term unless arrangements have been made in writing to use the school's approved monthly payment scheme.

Notice: A full term's notice is required if a pupil is to be withdrawn from the school or a full term's fee in lieu of that notice becomes payable. Similar arrangements are in place relating to individual music tuition and special needs tutoring.

Lunches: Our tuition fees do not include the compulsory charges for lunches which are £180 in the Nursery, £185 in the Junior School and £195 in the Senior School (in the 6th Form lunches are optional).

Credit Purchases: Senior school pupils are permitted to purchase food and drink at the Breakfast Club and in the 6th Form dining area. Any purchases made on credit will be included on fees invoices as soon as practicable. If you do not wish your child to purchase items on credit please inform the Finance Manager.

Music: Music lessons can be arranged through the Director of Music in the Senior School or the Head of Junior School Music, as appropriate. These will be with visiting peripatetic instrument teachers who charge parents direct. Some instruments can be hired (not pianos).

Deposit: In addition to the retaining deposit a further sum of £100 is charged upon entry into the Senior School. This will be refunded after the pupil leaves provided that all relevant books have been returned in good condition and there are no other outstanding sums due to the school.

In the Senior School certain personal books which pupils retain for their continuing studies are charged to parents. In particular, pupils buy (i) their mathematics textbooks so that they are able to retain every level for reference as they progress through the school and (ii) some specialist text books for public examination courses.

Stationery: There is a charge of £60 in a pupil's first term in the Senior School to cover the issue of a stationery pack comprising an atlas, dictionary, Bible, files, dividers, exercise books and homework diary. These will be used throughout the students' schooling. Additionally a sketch book is issued in the first term and is charged on the next fees bill. There is an annual charge of £15 for replenishment of the consumable items in this pack from Years 8 – 11.

Technology/Science: There is an annual charge of £60 in years 7 to 9 to cover consumables used in CDT, Food & Nutrition and related classes. In later years pupils are only charged under this heading if they are studying these subjects for public examinations.

Science: A one-off fee of £10 will be added to parents' invoices to cover the provision of suitable Lab Coats throughout their time in the school (applicable to students entering Year 7 -10).

Pupil Support: The School monitors the progress of children at both ends of the educational spectrum. Should your child be referred, parents may be contacted so that targets can be agreed. Some specialist support is available during the day at an extra cost (similar to music lessons). Further details are available from Miss Fuller.

Examinations: All examination fees are recharged to parents including a 10% administration fee to cover postage (particularly coursework) and other administrative costs.

Photocopying: There will be a small charge for made for photocopying requests made by students in the Senior School and this will be added to the parent's bills.

Insurance: The school carries a comprehensive portfolio of general insurances. However, through the School Fees Protection Scheme, parents can insure for the recovery of fees during the absence of a pupil due to sickness. There is also an insurance to provide for the continuing payment of fees due to the death of the principal breadwinner in the family. Details of both these supplementary insurances can be obtained from the Finance Manager. Parents should note that the school does not carry insurance for pupils' possessions, including clothing, whilst they are at school. Please ensure that your own insurance for items away from home is in place if you consider it appropriate, for example, to cover musical instruments.

Miscellaneous

The school reserves the right to alter or amend any sums quoted above in order to cover any unforeseen costs which may arise. Routine tuition fee increases are determined by the school's management and normally apply from September in each year.

There are a number of financial schemes in the market place to assist parents in saving towards school fees. The school does not recommend any particular products in this area and would suggest that parents discuss the options with their financial advisors, insurance brokers or similar specialists.

Whilst attending Lingfield Notre Dame School the Headmaster expects pupils and parents to be fully committed and supportive of the school, both in and out of school hours. Please be aware that, in the interests of every pupil, **family holidays must be confined to the school's vacation periods.**

A full set of our terms and conditions will be enclosed with parent contracts. These will be sent prior to the pupil commencing at the school.

Nursery Fees (see above)

1 morning per week	£300	1 afternoon per week	£260	1 full day per week	£480
2 mornings per week	£550	2 afternoons per week	£480	2 full days per week	£925
3 mornings per week	£790	3 afternoons per week	£685	3 full days per week	£1,320
4 mornings per week	£1,030	4 afternoons per week	£895	4 full days per week	£1,720
5 mornings per week	£1,170	5 afternoons per week	£1,015	5 full days per week	£1,975
		2 full days + 3 mornings per week		£1,490	
		3 full days + 2 mornings per week		£1,670	