



## SCHOOL CHARGES FROM AUTUMN TERM 2023

### **Registration Fees**

Reception Class	£ 75
Prep & Seniors	£100

These are non-refundable fees which must accompany application forms.

### **Deposits (upon accepting the offer of a school place)**

Reception	£500
Prep & Seniors	£800

Before a school place can be secured, a deposit is required as above. This deposit will be credited to the pupil's final school account and will be used to offset any outstanding charges before a refund is made.

### **Tuition Fees Per Year Group**

Fees for Reception to our Senior School **include compulsory lunch**. A sibling discount of 30% of the basic fee for the youngest of three or more siblings whilst they are simultaneously attending the School is available.

	<b>Fee per term</b>
Senior School	£6,878
Prep School (Years 3-6)	£5,302
Prep School (Years 1-2)	£4,108
Reception	£3,660
Nursery School - please refer to the separate schedule of fees.	

### **Additional Services**

#### **Pre-School Care**

Early Birds per day 7.45am – 8.30am	<b>Free</b>
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#### **After School Care**

**Honeypots:** (Tea and a light snack included at 4.30pm if booked daily)

Reception to Year 2 from 4pm to 6pm	£12.00
Reception to Year 2 up to 30 minutes	£ 6.00

#### **Prep:**

Years 3 to 11 per evening until 6.00pm	£12.00
Years 3 to 11 up to 30 minutes	£ 6.00
Years 3 to 11 Snack/ Drink (after school, per item, available at 3.45pm)	£ 0.55

#### **Academic Advancement Lessons**

One to one session 30 minutes	£31.00
One to One session 1 hour	£47.00
Two to three group session	£23.50

## **Trips & Visits**

Trips and visits are charged separately to fees and whilst the majority are relatively low cost, there are higher cost trips planned (local residential and abroad) for various year groups throughout the school including optional trips abroad.

## **Extra-curricular**

The majority of extra-curricular clubs and activities are provided at no extra cost but some clubs/activities may attract a cost for materials supplied. Clubs/activities which are run by third parties or which take place off-site may also incur additional cost. Extra instrumental lessons are taken by visiting music teachers during the school day. The fees for these lessons are arranged between parents and the music teacher and are subject to the music teacher's terms and conditions. Parents pay for lessons provided directly to the music teachers on production of an invoice. The school accommodates these extra lessons on a rotational basis and we provide a venue for teaching but we are not party to any contracts between parents and music teachers. For details of instruments available, including voice, the hire of instruments and the cost of extra lessons, please contact the School's Director of Music or refer to our latest Clubs Booklet.

## **Examinations**

All external examinations are charged as extras.

## **School Minibus Service – Charges Per Term**

	<b>Return</b>	<b>One way</b>	<b>One way with Zone 1 (Effingham Junction)</b>	<b>Ad-hoc return trip per day</b>	<b>Ad-hoc one way trip per day</b>
Zone 1	£1111.00	£ 66.00	N/A	£ 6.00	£4.00
Zone 2	£450.00	£271.00	£337.00	£10.00	£7.00
Zone 3	£484.00	£290.00	£356.00	£11.00	£8.00
Zone 4	£515.00	£309.00	£374.00	£12.00	£9.00

The above charges are for termly bookings. There are five routes:

1. Cheam, Epsom, Ashted, Leatherhead, Fetcham, Bookham.
2. Coombe Lane Wimbledon, Kingston-upon-Thames, Thames Ditton, Hinchley Wood, Claygate, Esher, Cobham.
3. Walton-on-Thames, Weybridge, Byfleet, West Byfleet, Pyrford, Ripley, Effingham Junction.

4. Westcott, Gomshall, Merrow, Guildford Spectrum, West Horsley, Effingham Junction.
5. Kingswood Station, Walton-on-the-Hill, Tadworth, Dorking.

Please contact our Finance Officer at [lhall@manorhouseschool.org](mailto:lhall@manorhouseschool.org) for details of pick-up and drop-off points together with details of Zones.

### **Insurance & Schemes Available**

#### **Personal Effects**

The School does not provide insurance cover for pupils' personal effects.

#### **Travel Cover for Schools**

A range of cover for the majority of school journeys including medical expenses, cancellation cover, travel delay, personal liability and money are provided. There is a 24 hour emergency helpline details of which are available from the School.

#### **Pupils' £600,000 Personal Accident Insurance Scheme**

The Personal Accident Insurance Scheme is a Group Policy held by the School and cover is compulsory for all pupils at the school. The cost of this cover is a normal school operating expense and no charge is made to parents. Details of the cover provided can be obtained from the School.

#### **Fees Refund Scheme**

Fees Refund Schemes are available and may be arranged by the School on request. The cost of any insurance arranged on request will be borne by parents with a "termly cost" appearing on invoices each term. The scheme offered by the School's brokers provides parents/guardians with an opportunity to recover some of their fees should their daughters be absent from school due to sickness or injury for a period of at least five consecutive full days. Full details of the cover provided can be obtained from the School.

#### **Payment of Fees and Additional Services ("Extras")**

Fees are payable termly in advance. Fees together with "extras" from the previous term/s are payable on or before the first day of each term and late payment will be subject to penalty as advised from time to time in accordance with the School's contract with parents/guardians. Monthly payment plans can be arranged with the Director of Finance ([c.minikin@effinghamschools.org](mailto:c.minikin@effinghamschools.org)). In the unfortunate event of there being non-payment of fees and "extras" which necessitate legal intervention, the parent shall be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees and "extras" regardless of the value of the claim.

## **Withdrawal of Pupils**

If you wish to withdraw your child from the School (other than at the normal leaving date) you shall either give a term's written notice to that effect before the first day of the last term that your child will be in attendance at the School, or you shall pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's written notice had been given. In cases where notice is not given, the appropriate sum in lieu of notice will become due and owing to the School as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given. The foregoing written notice requirements are applicable to all fees and termly arranged "extras".

## **Scholarships & Bursaries**

### **Scholarships**

A variety of scholarships - Major and Minor Academic, Sport, Creative and Expressive Arts (Art, Drama, Music) - may be offered to girls entering the Senior Department, at the discretion of the Headteacher and the Governors. For details of our Scholarships Programme 2022-23 please contact:  
[admissions@manorhouseschool.org](mailto:admissions@manorhouseschool.org).

### **Bursaries**

Bursary application forms may be downloaded from the School's website [www.manorhouseschool.org](http://www.manorhouseschool.org) and/or requested from The Director of Finance [c.minikin@effinghamschools.org](mailto:c.minikin@effinghamschools.org).

New and renewal applications for bursaries will only be considered in respect of application forms submitted to The Director of Finance by the first Friday in November for the following academic year. Only applications providing full disclosure will be considered as all applications are "means tested". All bursaries are reviewed annually.