



John Scottus Primary School

Primary School Fees Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

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Document Author:	John Scottus Primary School
Document Approved:	Board of Management
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For children registering for September 2020 the fee is **€4,500**.

For children who attended 2019/20 the fee is **€4,300**.

A discount of 10% applies to the 2nd, 3rd sibling in the Primary School.

Three payment option are available:

1. **Payment in full at the start of the academic year** (1st September 2020). A discount of €100 will be applied to all accounts who have paid in full by 1st September 2020.
2. Payment by Standing Order in **two instalments** of €2,250: 20th August 2020 and 2nd January 2021.
3. Payment by Standing Order in **nine monthly instalments** of €500 as follows: 20th August, 20th September, 20th October, 20th November, 20th December 2020; 20th January, 20th February, 20th March and 20th April 2021.

- A receipt will be issued upon request.
- A deposit of €500 is taken, in advance, when a child is given a place. Deposits are refunded at the end of October.

Payments in relation to Holidays or Illness of the Child/Children:

- Parents/guardians will be required to pay for any days/weeks that their child/children do not attend the service.
- In the case of a long term, medically certified illness of a child, parents/guardians are advised to keep in contact with the Manager on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- There will be no fees charged when the service is on Holidays (i.e. 2 weeks at Christmas). These dates will be circulated directly to parents/guardians and posted on the parent's notice board well in advance of these closure periods.
- There is no reduction in fees for Public/Bank Holidays.

Closure in Exceptional Circumstances:

In the event of the closure of the service in exceptional circumstances, that is beyond the control of the Management i.e. adverse weather conditions, fees will apply.

Late Collection of Child/Children from the Primary School:.

- Parents/guardians are advised to keep within their agreed time for collection of their child/children. We require that all children should be collected by the designated time in order that the service may follow health and safety practices to ensure that the service may close safely.
- Please see the Collections and Arrivals Policy and Procedure.

Withdrawal of Children:

Parents/guardians sign up to agree that they will:

- Give notice, in writing that the child/children are leaving the service
- Give four weeks' notice or pay four weeks of fees.

Non-payment of Fees:

- Non-payment of fees may result in loss of placement.
- A repeated failure to pay fees may result in suspension or withdrawal of your child's place until the matter is resolved.
- Any delays in payments must be discussed in advance and agreed with management.

Attendance:

It is essential to the efficient running of the service that you inform the Manager if your child is unable to attend the service and follow up with a telephone call to inform the Manager when the child will be returning.

Reviewing Fees:

- Fees are reviewed annually by the management.
- Parents/guardians will be informed by giving notice of increase in fees.
- Increase in fees each year will be related to the cost of living increases and/or exceptional cost circumstances.

Bank Details:

John Scottus Educational Trust Pre & Primary Old Conna

IBAN **IE11AIBK93106330583876**

BIC **AIBKIE2D**

Bank: **AIB Bank**

Branch: **52 Baggot Street Upper**, Dublin 4, D04 F671