



John Scottus

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 Primary School classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

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John Scottus Primary School Old Conna (JSPSOC) is a not-for-profit, fee-charging, independent school. The only source of funding is school fees and we are not in receipt of any contributions from the Department of Education.

1. Acceptance of the Fees Terms and Conditions

Acceptance of an offer of a place in John Scottus Primary School Old Conna implies acceptance of these fee terms and conditions set out below, the Admissions Policy and the Code of Behaviour.

2. School Fees -New Parents

The **Primary School fee** for the year beginning September 2023 is **€5,300**.

An advance payment of fees of €1,000 is due, to secure the place, when the child's application is accepted by the School.

This advance payment becomes non-refundable on 1st March before the child starts in September. The advance payment will be used to offset fees for the 2nd half of the year.

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

The Advance payment of €1,000 leaves **€4,300** outstanding.

Three payment options are available:

- 1) **Payment in full at the start of the academic year** (1st September 2023). A discount of €100 will be applied to all accounts who have paid in full by 1st September 2023. In this case pay **€4,200**.
- 2) Payment in **two instalments**: **€2,650** by 28th August 2023 and **€1,650** by 2nd January 2024.
- 3) Payment by Standing Order in **eight monthly instalments of €537.50** as follows: 28th August, 20th September, 20th October, 20th November and 20th December 2023; 20th January, 20th February and 20th March 2024.

A receipt will be issued upon request.

Bank Details:

John Scottus Educational Trust Pre & Primary Old Conna

IBAN **IE11AIBK93106330583876**

BIC **AIBKIE2D**

Bank: **AIB Bank**

Branch: **1 Lower Baggot Street, Dublin 2**

3. School Fees -Continuing Parents

The **Primary School fee** for the year beginning September 2023 is **€5,300**

Three payment options are available:

1. **Payment in full** at the start of the academic year (September 2023). A discount of €100 will be applied to all accounts who have paid in full by 15th August 2023. So, you pay €5,200
2. Payment by Standing Order in **two instalments** of €2,650: 15th August 2023 and 2nd January 2024.
3. Payment by Standing Order in **nine monthly instalments** of €588.89 as follows: 15th August, 15th September, 15th October, 15th November, 15th December 2023; 15th January, 15th February, 15th March and 15th April 2024

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.