



John Scottus Primary School

Fees Policy 2025/26

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

Document Title:	Primary School Fees Policy
Revision Number:	1
Document Author:	John Scottus Primary School
Document Approved:	Board of Management
Date the Document is Effective From:	November 2025
Scheduled Review Date:	June 2026
Number of Pages:	3

John Scottus Primary School, Old Conna (JSPS OC) 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 2025 is **€5,750**.

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 **€4,750** outstanding

Three payment options are available:

1. **Payment in full** at the start of the academic year (September 2025). A discount of €100 will be applied to all accounts who have paid in full by 15th August 2025. So, you pay **€4,650**
2. Payment by Standing Order in **two** instalments of **€2,375** by 15th August 2025 and **€2,375** by 2nd January 2026.
3. Payment by Standing Order in **nine** monthly instalments of **€527.78** as follows: 15th August, and then on the 15th of each month, up to and including April 2026.

Bank Details:

John Scottus Educational Trust Pre & Primary Old Conna

IBAN **IE11AIBK93106330583876**

BIC **AIBKIE2D**

Bank: **AIB Bank**

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

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3. School Fees - Existing Parents

The **Primary School fee** for the year beginning September 2025 is **€5,750**

Three payment options are available:

4. **Payment in full** at the start of the academic year (September 2025). A discount of €100 will be applied to all accounts who have paid in full by 15th August 2025. So, you pay **€5,650**
5. Payment by Standing Order in **two** instalments of **€2,875**: by 15th August 2025 and by 2nd January 2026.
6. Payment by Standing Order in **nine** monthly instalments of **€638.89** as follows: 15th August, and then on the 15th of each month, up to and including April 2026.

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

A receipt will be issued upon request.

Bank Details:

John Scottus Educational Trust Pre & Primary Old Conna

IBAN **IE11AIBK93106330583876**

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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 school.

- In the case of a long term and medically certified illness of a child, parents/guardians are advised to keep in contact with the Principal on a regular basis. Further arrangements will be discussed with the Parent/Guardian.
- 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 School may follow health and safety practices to ensure that the School may close safely each day.
- 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 school.
- Give *three months' notice or pay three months' 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 the Treasurer of JSPS.

Attendance:

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

Reviewing Fees:

- Fees are reviewed annually by the Board of 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.