

Pre-Prep Department Fees 2011–2012

2½ to 7 years

Registration £30.00 non-refundable

| Fees | Annual | Term | Month |
|---|-------------|-----------|---------|
| 6 & 7 years 3 term year (school day 8.00am – 3.30pm, term time only) All inclusive rate (8.00am – 6.00pm, 46 weeks per year) | £9,633.00 * | £3,380.00 | £845.00 |
| | | £3,880.00 | £970.00 |
| 2½ to 5 years 3 term year (school day 8.00am – 3.30pm, term time only) All inclusive rate (8.00am – 6.00pm, 46 weeks per year) | £9,290.00 * | £3,260.00 | £815.00 |
| | | £3,750.00 | £937.50 |

* Annual payment includes a 5% discount and is allowed when fees are paid in full and in advance, on or before 7th September 2011.

The 'all inclusive' rate allows maximum annual attendance, using all holiday playscheme weeks and attending 8.00am–6.00pm, five days a week. This fee option includes all meals.

| | |
|--|---|
| Sibling discount (allowed on the tuition fee element only) | 50% - for 2 nd child when both children are under 2½ years 20% - for 2 nd child when oldest child is 5 years and under 15% - for 2 nd child when oldest child is over 5 years 30% - for third child 40% - for fourth child |
| Holiday playscheme * | £162.50 per week / £32.50 per day (8.00am – 6.00pm) *Limited places are available for children who are not on all inclusive fees, these are offered on a first come first served basis. |
| After-school care | £2.00 per day (3.30pm – 4.00pm – including tea) £5.00 per day (3.30pm – 6.00pm – including tea) |
| Early fees 7.30am – 8.00am | Pre-booked only at £4.00 per half hour |
| Late fees 6.00pm – 6.30pm | £6.00 per half hour (24 hours notice) £10.00 per half hour (booked on the day) £15.00 per half hour (booked after 4pm on the day) £20.00 per half hour (not booked) |

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Class 3 and 4 minimum compulsory part-time sessions

From age 2½ to 4 years (in Classes 3 & 4) a child may attend on a part-time only basis, should you wish. These minimum compulsory sessions are determined by a child's date of birth; they increase with age and are illustrated in the table below.

By the time children enter Reception year (Class 5) they attend on a full-time basis (a minimum of 8.00am – 3.30pm daily).

Part-time morning sessions are from 8.00am to 12midday, or 1.00pm to include lunch. For full time children the afternoon ends at 3.30pm. For those on an 'all inclusive' fee basis parents may collect any time between 3.30pm and 6.00pm.

| Minimum compulsory sessions | | | |
|-----------------------------|-------------|-------------|-------------|
| | Autumn term | Spring term | Summer term |
| Class 3 | | | |
| DOB 01.09 – 31.12 | 3ams | 5ams | 5ams |
| DOB 01.01 – 31.03 | 3ams | 3ams | 5ams |
| DOB 01.04 – 31.08 | 2ams | 2ams | 3ams |
| Class 4 | | | |
| DOB 01.09 – 31.12 | 5ams & 2pms | 5ams & 3pms | 5ams & 3pms |
| DOB 01.01 – 31.03 | 5ams & 2pms | 5ams & 2pms | 5ams & 3pms |
| DOB 01.04 – 31.08 | 5ams | 5ams & 2pms | 5ams & 2pms |

| Part-time Session Fees | | |
|------------------------|-----------|---------|
| | Termly | Monthly |
| 5 ams & 3 pms | £2,720.00 | £680.00 |
| 5 ams & 2 pms | £2,430.00 | £607.50 |
| 5 ams | £1,690.00 | £422.50 |
| 3 ams | £1,060.00 | |
| 2 ams | £710.00 | |

Nursery education funding

Nursery education funding is deducted from fees. The funding commences in the term after the child's 3rd birthday and is claimed for 6 terms, until he or she reaches compulsory school age (the term following their 5th birthday).

Conditions 2011-2012

Basis of charges

- In the Pre-Preparatory department fees are calculated over 34.2 academic weeks this year. In addition there are 55 optional days of holiday playscheme.
- A non-refundable registration fee is payable by all new pupils.
- Fees are payable in advance, either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually.
- If payment of fees is not made on the due date interest of 10% is added.
- For those who enter mid-year, the fees are calculated according to the date of entry, from any half term, and therefore monthly payments may differ from those printed on the fees sheet.
- There is no reduction in fees if a child is absent due to illness, holidays taken in term time or for any other reason.
- Parents who arrive after 6.00pm (or 6.30pm if that is their normal time for collection) are charged £20.00 per half hour, or part of a half hour, per child, unless they have pre-booked.
- Private music tuition is billed by the tutor.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in the case of a sick child or in an emergency, will be charged £10 after one hour and £10 for every subsequent hour, until they arrive.

Attendance

- The school day is from 8.00am to 3.30pm.
- Requests for absence during term time should be made by letter to the Headmistress.
- We ask for children to attend a minimum number of compulsory sessions from 2 ½ years onwards, which increases with their age. Please refer to the 'minimum compulsory sessions' information in the fees section.

Notice period

- In the Pre-Preparatory department one complete term's notice of removal should be given by letter to the Headmistress, to expire at the end of a term. Failure to give the required notice will result in one term's fees being charged in lieu of notice.

Introductory Discount

- When a current family introduces a new family to the school, there is a one-off discount of £500 for both families, providing the new child is full time. A pro-rata sum is given if the new child is part-time.
- The new child is given the discount immediately. The family who has made the introduction is given the discount after the new child's first term.

Conditions 2011-2012

Illness and Medicines

- Children who are ill should remain at home.
- Children suffering from sickness and/or diarrhoea should stay away for 48 hours after the symptoms cease.
- Medicines, including inhalers, may be given to children if necessary. These should be handed in at the office and the medicine book should be signed by the child's parent.

General

- A non-refundable registration fee is payable by all new pupils.
- Fees are payable in advance, either by monthly direct debit on the first day of the month, or termly on the first day of each term, or annually.
- If payment of fees is not made on the due date interest of 10% is added.
- For those who enter mid-year, the fees are calculated according to the date of entry, from any half term, and therefore monthly payments may differ from those printed on the fees sheet.
- There is no reduction in fees if a child is absent due to illness, holidays taken in term time or for any other reason.
- Parents who arrive after 6.00pm (or 6.30pm if that is their normal time for collection) are charged £20.00 per half hour, or part of a half hour, per child, unless they have pre-booked.
- Fees are subject to an increase at the start of each academic year.
- Parents who are not contactable by telephone, in the case of a sick child or in an emergency, will be charged £10 after one hour and £10 for every subsequent hour, until they arrive.

Complaints Procedure

- Milton Keynes Preparatory School prides itself on the quality of the teaching and pastoral care provided to its pupils. However, if parents have a complaint, they can expect it to be treated by the school in accordance with the Complaints Procedure, a copy of which is available from the school office, upon request, or via our website. Parents can be assured that all complaints and concerns will be treated seriously and confidentially.

Policies

- A list of the school's statutory policies is given to new parents upon their child's admission to school.

Meals

- All meals are included for children over 1 year.