



**POLISI FFIOEDD a  
GOLLYNGIADAU**  
**FEES and DISPENSATION  
POLICY**

ADOLYGWYD <b>REVIEWED</b>	Mawrth/March 2024
CADARNHAWYD gan ByC <b>RATIFIED</b> by BoD	Mehefin/June 2024
ADOLYGIAD NESAF - <b>NEXT REVIEW</b>	Mawrth/March <b>2025</b>
CYLCH ADOLYGU <b>REVIEW CYCLE</b>	<b>Blynyddol / Annual</b>

Ysgol Gymraeg Llundain/The London Welsh School is financed through fees, grants and donations. We endeavour to keep school fees as low as possible but need the overall income to be sufficient to cover the costs of running the school. The school is a charitable institution and does not aim to make a profit from its overall income.

It is the policy of Ysgol Gymraeg Llundain to support families who are unable to pay full fees and to never willingly turn away any pupils on financial grounds. The Board upholds this policy and its members are committed to offering eligible parents support with the payment of school fees. In certain cases, fees may be waived.

## ● FEES

### **School Fees**

Parents are responsible for paying the full fees in a timely manner. Fees are set in advance of the new academic year and are due in 12 equal monthly instalments by the **8<sup>th</sup> of each month**. Fees are exempt from VAT. Details of the current fees are available from the Bursar.

### **Nursery Fees**

The Nursery Education Grant (NEG) covers 15 hours per week (5 sessions for 2.5 days) without any contribution from parents. This covers half the fees of a full-time child. Parents are required to pay the remaining half if they wish their child to attend for 5 days. Rates for individual sessions are available from the Bursar. In some cases 30 hours of NEG grant is payable.

### **Payment Methods**

Payments are requested to be made via Standing Order or electronic payments to the School's Bank account.

### **Late Payments**

Parents who have not paid by the **8<sup>th</sup> of the month** will be contacted, and a reminder will be sent by the school Bursar. If the fees are not paid within 14 days of the reminder being sent by the Bursar, the matter will be referred to the Finance Committee.

### **Leaving the school**

- If a child leaves the school other than at the end of Year 6, parents should notify the school in writing as soon as possible and preferably **at least a full term** before the intended leaving date. This includes a permanent departure or a temporary absence of one or two terms for family/work reasons. **Parents will still be liable for the fees during this period.**

## **Sibling Discounts**

A family may request, for consideration of, a sibling discount of 10% of one child's fees for a third child or additional children if all siblings attend the school at the same time, excluding the nursery school. A sibling discount of 8% of one child's fees can be awarded for the fees of a third child or additional children if two siblings have attended the school full-time at any time in the previous five years, excluding the nursery school. For further details please contact the school Bursar.

### **● DISPENSATION**

Dispensation support may be available depending on the financial, compassionate or other circumstances of applicants. The school has a consistent and fair policy for dealing with those occasions where families have difficulties paying the full fees. The school should be kept informed during times of hardship.

The fee-payer should raise this issue initially with the school Bursar, who will arrange for the parents to meet a representative of the Board of Directors so that we can be fully informed of the situation.

Families are asked to write to the Finance Director, Angela Robinson, email [angelarobinson@ysgolgymraegllundain.co.uk](mailto:angelarobinson@ysgolgymraegllundain.co.uk) or by post to the school, with an outline of their circumstances.

Based on the information provided, a dispensation may be provided for a percentage of the fees due. An alternative course of action may be to defer fees if parents are experiencing temporary problems with payment. If fees have been deferred, they must be remitted in accordance with the deferred payment agreement. No interest will accrue. In exceptional cases, full dispensation can be awarded.

The amount of the dispensation awarded is based solely on the extent of financial need. Each case is assessed on its own merits and awards are made accordingly, subject to the School's ability to fund these within the context of its overall financial situation.

The School considers that indications of wealth, such as the following, would not be consistent with the receipt of a dispensation:

- frequent or expensive holidays
- new or luxury cars
- investment in significant home improvements
- a second property/land holdings
- other expensive lifestyle choices

**All dispensation awards will be reviewed at the beginning of each academic year and may be varied upwards or downwards depending on parental circumstances.**

### **CONFIDENTIALITY**

The School respects the confidentiality of fee dispensations offered to families and recipients are expected to do the same.

As a small school, we rely a great deal on parental support. Therefore, when any level of dispensation is granted, the School requests voluntary support, where possible, from parents for school activities to balance loss of income. Please contact Mrs Tremain for more details.

### **Board of Directors**