



# Ghyll Royd School

A foundation for life

# Fees Policy

Policy Leader: Emma Usherwood

Policy review completed by the Business Manager

Spring 2024

Name of Business Manager

Emma Usherwood

Date to be reviewed

Spring 2025

---

Ghyll Royd School • Greystone Manor • Ilkley Road • Burley-in-Wharfedale • Ilkley • West Yorkshire • LS29 7HW  
t • 01943 865575 f • 01943 865574 e • [information@ghyllroydschool.co.uk](mailto:information@ghyllroydschool.co.uk) w • [www.ghyllroydschool.co.uk](http://www.ghyllroydschool.co.uk)  
Company Number • 03583140 Registered Charity No • 1070235

# **Fee Policy**

## **Introduction**

This policy sets out the procedure for following up on non-payment of fees.

## **Parent Obligation**

Parents will receive termly fee invoices before the start of each term. These are payable, in full, 30 days from the date of the invoice unless a payment schedule has been agreed in advance.

## **Non-payment of fees process**

1. Step One – 10 days after the invoice due date, statements will be sent by email. Payment must be made, or the parent should contact the school to arrange a meeting with school, within 5 working days.
2. Step Two - 15 days after the invoice due date: if payment has not been received by this date or a payment plan has not been agreed with school, a letter will be sent to the family. Admin fees for late payment may be applied.
3. Step Three – by the last day of half term: if no payment is received or payment plan agreed, a letter will be sent to the family and the debt may be passed to a debt management company. This letter will state that unless full payment is received by the first working day of the next half term the child / children will be asked to stay at home until payment has been made or an agreement has been reached with school.
4. Step Four – by the first day of the second half of term: if no payment has been received or payment plan agreed, the child / children's place at Ghyll Royd School will be held for one calendar month at which point the notice period fee (one term) will be added to the account and the child will no longer have a place at the school.

If at any point an agreed payment plan made with the school is broken, the school will proceed immediately to Step 2 (above) on the 5th working day after the agreement is broken.