



# FEE POLICY

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Position:	Headteacher
Last reviewed on:	March 2025
Next review due by:	March 2026

# School Fees Policy

The School fees are set by the Senior Leadership Team at Tarbiyyah Secondary School for Boys. You must read and understand the information within this document as it forms the School's 'Fees Policy'. **Please note that your acceptance of the School place(s) for your child/children is an acceptance of the terms and conditions of the School fees policy therein.**

## Section 1a.

### Tarbiyyah Secondary School for Boys Fees Structure 2025-2026

The School fees for the 2025/26 academic year will be affected by the VAT change introduced by the Autumn 2025 Budget.

#### School Tuition Fees 2025-2026

Whole school  
(years 7, 8, 9, 10,  
11)  
**(SEP 2025 - JUL  
2026)**

**£4500,.00** per academic year plus VAT (£5,400)

#### School Fees 2024 - 2025 For The School (Year 7, 8, 9, 10, 11)

**Total Fee for the  
Year**

**£4,700.00** *(if paid before January 2025)*

Payment Plan

**Option 1 (Yearly)**

**Option 2 (Termly)**

**Option 3 (Monthly)**

One-off payment made no  
later than 28th August  
2025

3x termly payments of  
**£1,880**, made before the  
28th of August,  
December, and April

11 x Monthly payments  
of **£512.73**.

Free:  
Arabic book  
Iron-on badge

Free:  
2x Iron-on badge

## Section 1b

Payment Dates*	
Initial Payment to secure a place for the academic year.	<p><b>All new applicants</b> are required to pay initial payment (deposit) upon acceptance of the offer as part of the registration process.</p> <p><b>All existing students</b> at the school are to pay by <b>28th August 2025</b> to secure their places for the next academic year 2025/2026.</p>
A single payment for the Academic year	<b>28th August 2025</b>
Termly payments	28th August 2025   28th December 2026   28th April 2026
Monthly payments dates.	All monthly payments are due on the 28th of every month. The first payment is due on: 28th August 2025 and the last payment is due on 28th of June 2026

## Section 1c

Ways to pay:
<p><b>Fees can be paid in the following ways:</b></p> <ul style="list-style-type: none"><li>• Standing order (the preferred method for those who are paying monthly, please find the standing order form attached at the end of this document).</li><li>• Directly to the school office (Cash / Card)</li><li>• Bank transfer</li></ul> <p><b>Bank details:</b></p> <p>An Noor Islamic School Account number: 30775732 Sort code: 23-05-80</p>

## Section 2a

### \*Late Payments Policy

We strive to keep fees as low as possible and to create payment plans for the ease of the parents, however, the school depends on fees being paid on time to meet its financial responsibilities and commitments. Please support us to minimise the time and resources involved in following up on overdue payments.

All monthly payments are due in the last week of every month; all termly payments are due in the first week of every term, and all yearly payments are made in the first week of the first term of the academic year.

If the above timeframes of payment are not met then you will be given a 14 day notice wherein which the outstanding payment must be made, if the payment is not made within the notice period then your child will not be allowed entry into class and their place at the school will be temporarily held for another 14 days. If payment is not made within these 14 days, then your child will be removed from Tarbiyyah Secondary School for Boys and their place will be offered to another pupil from the waiting list.

If you are experiencing any difficulties **you must** contact the school immediately and speak to the finance officer/manager. You can contact the finance office by email: [secondary@tarbiyyah.co.uk](mailto:secondary@tarbiyyah.co.uk); alternatively, please arrange an appointment through the school office.

## Section 2b

### Removing children from school

One half term's written notice is required before the removal of a child from the school during which the half term's fees are payable (e.g the full half term after is payable).

Parents must complete the school '**Withdrawal Form**' (available from the school office or the school website), stating the reason and where the child/ children being removed will continue to be educated, if they wish to remove their child/children from the school as in accordance to condition (k) of the Terms and Conditions attached.

For example if the school is advised in January (Half term 3) that the child is being removed however does not complete and hand in the Removal Form until March (Term 4) they will be liable to pay up to Term 5,

This is a requirement by the school and in the absence of this notice, the child's details may be passed onto the local education authority to pursue with the parents directly.

## Section 2c

### Terms and Conditions

(a) All the costs incurred in the usual course of the education by the School of your child, including the provision of most educational materials excluding textbooks and exercise books as outlined in the School Fees Policy, shall be met by the fees unless otherwise notified by the School.

(b) Any extra-curricular activities such as trips and visits in which you agree in advance for your child to participate shall be deemed to be supplemental to items met by the fees and charged accordingly. In particular, any charges incurred by the School in providing for the additional educational needs of your child shall be charged as supplemental to the fees.

(c) Each fee-payer is liable for the whole of the fees due and any supplemental charges due unless the School has expressly agreed in writing otherwise.

(d) Each term's fees accrue separately and the fees payable in respect of each term fall due on the date specified above of that term. The fees must be paid in full either by cash, standing order, or direct bank transfer by the specified day of the term.

(e) All supplemental charges must be paid in full either by cash or direct bank transfer by the first day of the then-forthcoming term.

(f) We reserve the right to refuse to allow your child to attend the School or to withhold any references while fees remain unpaid or there is a persistent default in relation to the payment of supplemental charges. You consent to inform any other school or educational establishment to which you propose to send your child of any outstanding fees.

(g) The fees will be reviewed from time to time and may be increased by such an amount as the School considers reasonable. We shall endeavour to give at least a term's notice of any increase in the fees due for a particular term where possible. However, in extreme circumstance, Tarbiyyah Secondary School reserves the right to increase the school fees as necessary, without a fixed notice period, to meet its financial obligations in the duration of the school academic year. Any change may be notified to you by letter, email, or via our website. Furthermore, any new fees policy will automatically supersede any previous policy issued prior and therefore your prior acceptance of a school place for your child/ children will be deemed your acceptance of the new amended fees policy.

(h) Fees and any prepaid supplemental charges will not normally be reduced as a result of absence due to illness or otherwise.

(i) All those who do not pay the school fees by the specified dates above will be given 7 days' notice, the child considered for removal from the school register and then will not be allowed back in. To reinstate that child will incur a £50 administration charge plus the overdue fees, payable immediately - that is assuming the place is not taken by someone on the waiting list.

To avoid these extra costs please ensure that all payments are made promptly following the agreed due dates. If you are experiencing or expect any difficulties in the payment of fees then you must contact the school and discuss it with the Head Teacher before the due date.

(j) The parent/ guardian hereby agrees that the school place for their child/ children is offered and accepted on a contract period of no less than the full academic year. Any parent/ guardian that may wish to withdraw their child/ children must give notice in writing no less than 4 weeks and remain liable for fees accordingly for the duration of that period. This condition is likewise applicable to those parents/ guardians accepting school places before the start of the new academic year and or term and then withdrawing their child/ children before the start of the academic year/ term.

(k) The school is obligated to recover all outstanding school fees and any additional costs may be passed on to the school fee-payer. Failure to pay upon request will mean that your details will be passed onto our contracted money collection services and may be pursued through the Courts at your cost. Additional administration costs incurred by the school will also be claimed against the fee-payer in full.

(l) Withdrawal Cause - If a pupil is withdrawn / expelled anytime before the start of Half Term 6, a £210 surcharge will be added to their total outstanding fees. This cost covers admin, resources, books and any other expenditure incurred.

(m) **PLEASE NOTE:** Deposits paid are paid before the child starts school and are **NON-REFUNDABLE**.

(n) Late Starter Clause - If a pupil is enrolled after the start of the year then they will be charged for the full half term they joined in.

Additionally if a child starts at any date after the start of Half Term 2 then they will be charged a flat fee of £150.00 admin fee which covers resources, books and any other incurred costs.

# STANDING ORDER FORM

Please complete this form and hand it to your bank.

Please write clearly with capital letters. **ALL SECTIONS MUST BE COMPLETED**

**1. Name(s) of Child/Children:** \_\_\_\_\_

**2. Your Details:**

Name(s) of Account Holder (Your Name): \_\_\_\_\_

Your Bank/Building Society Account Number: \_\_\_\_\_

Your Bank/Building Society Sort Code: \_\_\_\_\_

Name and FULL address of your Bank or Building Society Branch (including postcode):

\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

**3. Payment Details**

On the first of every month, beginning with 28 / \_\_ / \_\_\_\_

Please pay 'An Noor Islamic School'

ACC: 30775732

Sort: 23-05-80

**The Amount of: £** \_\_\_\_\_

Until further notice.

**4. Authorisation**

I authorise you to debit my/our account following the details above. This request is addressed to the bank which holds my/our account.

Your Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_