



Bursar: Ms Janet Abraham
Finance Manager: Mrs Kim Richards

Finance Department Office Hours:
8.00 am – 4.00 pm term time Mon to Thurs
9.30 am – 2.30pm during the holidays
Telephone: 020 8393 1413
Email finance@ewellcastle.co.uk.

Fees Academic Year 2024/25

Tuition Fees (annual fees payable termly - 3 terms per year) – Exclusive of VAT

School	Year Group	Autumn Term 2024	Spring & Summer Term 2025	
		VAT Exempt	Net Fee (Exc 20% VAT)	Total Fee (Inc 20% VAT)
EYFS - Prep	Reception	£3,920	£3,757	£4,509
Prep	Years 1 and 2	£4,410	£4,226	£5,072
Prep	Years 3 to 6	£4,985	£4,777	£5,733
Senior	Years 7 to 13	£7,135	£6,838	£8,206

Payment of Fees

Unless fees are paid via School Fee Plan (details below), all fees are payable in advance and must be paid by **the first day of term by bank transfer only to:**

Barclays Bank Ewell
Castle School Sort
Code 20-29-90
Account code 30357960

quoting your account reference, which is found on your invoice

Sibling Discount Policy

The following discounts are available where siblings attend the school:

- **£100 per term for the second child**
- **£450 per term for the third child**
- **£600 per term for a fourth child in a family**

Late Payment

A charge of £50.00 is automatically made on fees which remain outstanding after the first day of term, together with interest, currently at 3% above the Bank of England base rate until the account is paid.

School Fee Plan

Monthly payment of fees is provided through a third-party finance company School Fee Plan. Please click [here](#) for more information.

Ewell Castle School is an appointed representative of Premium Credit Limited which is Authorised and Regulated by the Financial Conduct Authority. *School Fee Plan is a trading style of Premium Credit Limited (company number 02015200).

Childcare Vouchers

The School is only able to accept childcare vouchers and tax -free childcare to pay for Early Morning Care and After School care. When making payment using vouchers, a reference must be quoted and an email sent to finance confirming payment so that your payment can be correctly credited to your account. **Vouchers and tax credits cannot be used to pay for tuition fees and are non-refundable.**

Registrations Fees and Deposits

Registration Fee (exclusive of VAT)*	Non-Refundable	£150.00
Nursery and Reception Acceptance Deposit	Refunded on leaving	£500.00
Years 1 to Year 13 Acceptance Deposit	Refunded on leaving	£1,000.00
Child Student Sponsorship	Refunded on leaving	One term's fees

*VAT chargeable on registration fees paid after 30 October for terms starting on or after 1 January 2025

Deposits for leavers leaving at the end of the Academic Year will be refunded in September.

School Lunches

Contract Lunches

School lunches are recommended but are not compulsory. If you would like the School to provide a lunch for your child, 'contract lunches' must be purchased on a termly basis before via Parent Pay <https://www.parentpay.com/parents/> before the start of each term. Refunds are not permitted. If do not choose contact lunches, you must supply your child with a packed lunch for the whole term, as we do not offer a pay as you go system. Pupils joining mid-term will be charged a proportion of the termly cost.

Per Term

Prep - Years 1&2	Non- Refundable	£325.00
Prep – Years 3-6	Non- Refundable	£330.00
Senior – Years 7-13	Non- Refundable	£335.00

Café Float (Breakfast and Snacks):

Pupils at the Senior School are able to purchase breakfast between the hours of 7.45 and 8.20 am. This is paid for on a pay as you go basis. Sixth Formers also have use of the Sixth Formers café which is paid for on a pay as you go basis. The float to pay for these café services is shown as the Breakfast/café float option on Parent Pay and must be kept in credit. We recommend that the float is topped up in multiples of £10.00. You are able to activate an alert on Parent Pay to inform you when a minimum balance is reached.

Insurances

Personal Accident

All pupils attending the School are included in the group Pupils' Personal Accident Scheme and the premium is paid for by the school. Full details of the cover operated by Marsh Personal Accident are provided to new parents on joining and are made available to existing parents on My School Portal.

Pupil Healthcare Scheme

The AXA Pupils' Healthcare Scheme gives peace of mind that should your child become ill, you have fast access to treatment and care for eligible conditions. The termly premium rate effective from 1 September 2024 is £150.00 per pupil and is inclusive of Insurance Premium Tax (IPT). Full details of the cover operated by Marsh Personal Accident are provided to new parents on joining and are made available to existing parents on My School Portal.

<https://www.axapphealthcare.co.uk/pupilshealthscheme>

Fees Refund Scheme

An optional fees refund scheme is available which will refund fees paid if your child cannot be in School because they are ill, injured or have been in contact with an infectious disease, subject to conditions. The cost of joining the scheme is calculated as a percentage of the termly fee excluding extras and the rate for 2024/25 is 1.34%. Full details of the cover are provided to new parents on joining and are sent out annually to parents via My School Portal.

Supplemental Fees and additional costs 2024/25 (Inclusive of VAT):

Supplementary Fees	Method of Charging	Autumn 24 VAT Exempt	Spring & Summer 25	VAT Rate
PTA Subscription (compulsory fee)	Once only on joining	£50.00 per child	£60.00	20%
Maths, English & Study Skills Learning Support*	Termly in Arrears	£50.00 per lesson (individual lessons)	£60.00	20%
Classroom Learning Support*	Termly in Arrears	£17.00 per lesson	£20.40	20%
English as an Additional Language * (individual lessons)	Termly in Arrears	£50.00 per lesson	£50.00	Exempt
English as an Additional Language * (group lessons)	Termly in Arrears	£17.00 per lesson	£17.00	Exempt
English as an Additional Language - where timetabled in lieu of Modern Languages	Termly in Arrears	Not chargeable	Not chargeable	N/A
Counselling – First four sessions not charged	Termly in Arrears	£50.00 per session thereafter	£60.00	20%
Early Morning Care (up to 1 hour)	Termly in Arrears	£6.50	£6.50	Exempt
After School Care (charges apply for late collection)	Termly in Arrears	£12.00 (16.15 to 17.15) £9.50 (17.15 to 18.00)	£12.00 £9.50	Exempt
Fees Refund Scheme**	Termly	1.34% of fees	1.34% of fees	Exempt
AXA Pupil Healthcare Scheme**	Termly	£150.00 per pupil	£150.00 per pupil	Exempt
Public Examination Fees	Termly in Arrears	As advised by the Exams Officer. Fees for entry for public examinations will be added to the appropriate term's fee account		Exempt
Cost of Replacement Books	Termly in Arrears	As advised by Heads of Departments		Exempt

* Lessons are offered on a full term basis only. Notice to discontinue must be given in writing to the SENCo by half term to take effect from the beginning of the next term.

** Optional insurances