

SCHOOL FEES POLICY

All parents of pupils at Gateway Primary School must ensure that all school fees and levies, determined by the Board of Governors and approved by the Parents' body and Ministry of Education, are paid, in advance, on or before the first day of each term.

If parents need to apply for a payment plan, they must do so in writing before the start of any term. In general terms, the payment plan should ensure that 50% of the fees are paid before or by the first day of term, 25% paid by the end of the first calendar month of that term and 25% by the end of the second calendar month of that term.

Failure to comply with the agreed payment plan will lead to a financial penalty and the likelihood that no payment plans will be accepted for that parent in the future.

The termly school fees must be paid directly into the school bank account and not paid at the school office. Deposit slips are to be given to the school bursar.

In the event of a child being withdrawn from the School by the parent, a full term's notice shall be given in writing and handed to the Enrolment Secretary no later than noon on the first day of the term in question, failing which the full fees for the following term will be charged.

In the event of a child being withdrawn from the school by the Head on disciplinary grounds, as per Ministry of Education regulations, the parent is liable for the full term's fees for the term during which such suspension, exclusion, expulsion or removal takes place but not for the following term.

The Head shall refuse to allow any child to return to school for any term at the beginning of which the previous term's fees have not been fully paid.