



**Tormead**  
SCHOOL

Fire exit

Finance Pack

**New Joiners' Information 2023**





# Tormead

## SCHOOL

### Academic Year 2023-2024

Dear Parent/Guardian

#### **School Fees**

All fees are payable in advance, by the first day of term, by termly direct debit. The tuition fee includes books, stationery and equipment. It does not include certain books and items that become the pupil's property, examination fees and optional lessons, special coaching and educational visits.

A term's notice in writing (or a term's fee in lieu of notice) is required before the removal of a pupil, the ceasing of an optional subject or removal from the coach service. A change in lunch requirements requires half a term's notice. The notice period for any pupil leaving at the end of Year 6 and Year 11 is longer. Please refer to our Terms and Conditions which are available on the school website for further information on notice periods.

Yours sincerely

**Sian Lehrter**

Bursar

# Finance Q&A

## How do I pay the school fees?

School fees must be paid by termly Direct Debit wherever possible. (Please find a Direct Debit form at the back of this Finance information pack.). If termly Direct Debit is not possible, please contact the accounts department [accounts@tormeadschool.org.uk](mailto:accounts@tormeadschool.org.uk) to discuss alternative payment options.

## Are the school fees charged in advance?

School fees, coaches and school lunches are charged termly in advance. Extras such as day trips, in-school activities, books and sundry items are normally charged in arrears.

## When is the first payment due?

Fees are due on or before the first day of the school term to which they relate, or on the first day that your child starts at the school if this is not the first day of term.

## Can I get a discount if I pay the fees in advance?

We are not currently offering a fees in advance scheme.

## What if somebody else is paying the school fees?

If you would like an alternative party to pay or part pay the school fees, please contact [bmorse@tormeadschool.org.uk](mailto:bmorse@tormeadschool.org.uk) to discuss the options.

## How do you communicate financial information?

Any financial information, including fee invoices, bursary letters and debt collection letters are sent by email to both signatories on the Acceptance Form. If you require a signatory to be removed from financial communications, we ask that both signatories complete a "Request to change contact details for routine financial communications" form. Please note that an election not to receive financial communications does not remove the joint and several liability arising under the Parent Contract.

## How do I pay for day trips and any other extras?

Day trips and extras accrued during the term are normally added to the following term's invoice. For example, any day trips or extras that take place in the Autumn Term will normally be added to the Spring Term invoice.

## **How do I pay for residential trips?**

Payment for residential trips must be done using our online payment system, WisePay. The link can be found on the Tormead School website within the 'portals' area on the homepage. Please do not pay for trips by bank transfer to the school bank account as this creates a huge amount of administrative work to our accounts department. If you are experiencing problems using WisePay please contact the Front Office **office@tormeadschool.org.uk** and one of our administrative staff will be able to help you with this.

## **How do I request school lunches for my daughter?**

All children at the Prep School are automatically enrolled for a school lunch. We ask all new Senior School starters to complete a school lunch requirement form online. If this is not returned, we assume that pupils will not require a school lunch.

## **Can my daughter bring her own packed lunch?**

School lunches are compulsory for Prep School pupils, but Senior School pupils can bring a packed lunch if they prefer. If we do not receive a lunch form requesting school lunches, we will assume that you will be providing packed lunch.

## **Can I change my daughter's lunch arrangements?**

Half a term's notice is required for any change in lunch requirements for a Senior School pupil. The cut-off dates for each half term are published on the school website on the Fees page.

## **Can I get a discount on school lunches and transport when my daughter is on study leave?**

We offer a 50% reduction in lunch and coach charges for the summer term only for students in Year 11 & Year 13 to reflect their study leave.

## **Are discounts available for siblings?**

Two thirds of the term's tuition fees will be charged for a third and subsequent daughters of one family, when all are in attendance at the same time.

## **Are there any items that are not covered by the school fees?**

Fees do not include certain books that become the pupil's property, examination fees, optional lessons, special coaching or educational visits.

## How do we pay for examination fees?

GCSE and A Level examination fees are normally charged on the Summer Term fee invoice.

## What is your notice period to leave the school or cease use of the coach service?

A term's notice in writing (or a term's fee in lieu of notice) is required before the withdrawal of a pupil or removal from the coach service. The notice period for any pupil leaving at the end of Year 6 and Year 11 is longer. Further details can be found in our Terms and Conditions on our Acceptance Form. Terms and Conditions are reviewed annually and published on our website.

## Do you offer scholarships or bursaries?

Tormead offers a range of scholarships, available at different stages of your daughter's academic career. The number of scholarships awarded each year is at the discretion of the Head and all scholarships are reviewed annually.

Entrance bursaries are available for new applicants to the school at 11+ and 16+ where a place has been offered but parents/guardians are unable to fund the tuition fees.

A limited number of hardship bursaries are available for existing pupils where a sudden change in the parents'/guardians' circumstances has resulted in difficulty meeting tuition fees at a critical stage in the pupils' education at Tormead. These are generally for a maximum of one term..

For more information:

<https://www.tormeadschool.org.uk/admissions/scholarships-and-bursaries/>

## Schedule of Fees - effective Autumn Term 2023

Fees are due and payable on or before the first day of the term to which they relate.

### Tuition Fees

Reception	(Age 4+)	£3,500 per term
Years 1-2	(Age 5+ and 6+)	£3,700 per term
Years 3-4	(Age 7+ and 8+)	£5,450 per term
Years 5-6	(Age 9+ and 10+)	£5,520 per term
Years 7-13	(Age 11+ - 17+)	£6,325 per term

### School Lunches

Senior School	£355 per term
Prep School - Years 5 and 6	£300 per term
Prep School - Reception to Year 4 inclusive	£265 per term

### Coach Service

Full Time Pass (10 journeys a week)	£500 per term
Part Time Pass (9 journeys a week)	£470 per term
Part Time Pass (8 journeys a week)	£450 per term
Part Time Pass (7 journeys a week)	£425 per term
Part Time Pass (6 journeys a week)	£395 per term
Part Time Pass (5 journeys a week)	£365 per term
Ad-hoc Single Tickets (subject to space being available)	£8

## Third Daughter Discount

Two thirds of the term's tuition fees will be charged for the third and subsequent daughters of a family, all of whom are in attendance at one and the same time.

## Registration Fee and Deposit

A non-returnable registration fee of £125 is payable on completion of the Registration Form. The acceptance deposit is payable when parents accept the offer of a place. The acceptance deposit will be retained in the general funds of the school until the pupil leaves, and will be repaid by means of a credit without interest to the final account. The acceptance deposit with effect from September 2023 is as follows:

Prep School (including Reception)	£750
Senior School	£1,000

In the case of a pupil whose normal residence is outside the United Kingdom at the time of acceptance of a place, the school reserves the right to require an additional deposit to be paid, such that the acceptance deposit plus the additional deposit equate to one full term's fees.

Where an offer of a place for your child to enter the Senior School (from the Prep School) is accepted, you shall pay a further sum equivalent to the difference between the deposit already paid and the deposit payable for the Senior School (as applicable) to accept the place.

## Notes

The tuition fee includes books, stationery and equipment. It does not include certain books and items that become the pupil's property, examination fees, optional lessons, special coaching or educational visits.

Fees and charges are reviewed annually and are subject to increase from time to time. The School reserves the right to charge interest on fees which are unpaid, and parents shall also be liable to pay all costs, fees, disbursements and charges (including legal fees) in the recovery of any unpaid fees. No reduction is made for absence, whether for illness or any other cause.

**March 2023**





# Tormead Limited

## Instruction to your Bank or Building Society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

**Tormead Limited**  
**Tormead School**  
**27 Cranley Road**  
**Guildford**  
**Surrey**  
**GU1 2JD**

Originator's Identification Number

<b>6</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>7</b>	<b>1</b>
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Name(s) of Account Holder(s)


Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	

FOR TORMEAD LIMITED OFFICIAL USE ONLY  
This is not part of the instruction to your Bank or Building Society

**PLEASE PRINT PUPIL'S NAME BELOW**

Instruction to your Bank or Building Society

Please pay **Tormead Limited** Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with **Tormead Limited** and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Reference Number

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Banks and Building Societies may not accept Direct Debit Instructions from some types of account

This guarantee should be detached and retained by the Payer



## The Direct Debit Guarantee

- This Guarantee is offered by all Banks or Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank or Building Society.
- If the amounts to be paid or the payment dates change Tormead Limited will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by **Tormead Limited** or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.







Cranley Road, Guildford, Surrey GU1 2JD

01483 575101

[www.tormeadschool.org.uk](http://www.tormeadschool.org.uk)

 @TormeadSchool



Distinguished School