

RIVER HOUSE MONTESSORI SCHOOL TERMS AND CONDITIONS

1. The school will provide a teaching curriculum during the hours of 9am to 4pm each weekday during term time. Day care facilities will be provided during the hours of 8am to 9am and 4pm to 6pm during term time and between the hours of 8am to 6pm during non term time.
2. The duration of the School terms will be defined for the coming year on or before 1st July each year.
3. Once the initial attendance session has been selected, a minimum of one month's notice in writing will be required for any request to change the session. The School will use all reasonable endeavours to accommodate such requests but does not guarantee that any such change will be possible.
4. In cases where a core hours attendance session has been selected, occasional requests for an extension of attendance into the extended hours will be granted wherever possible. Under normal circumstances twenty four hours notice of such an extension will be required although the School will use all reasonable endeavours to accommodate any emergency requests. An appropriate fee will be charged for any such extension in the School's absolute discretion.
5. A deposit of one tenth of the annual fee for the attendance module selected will be due for payment upon acceptance of a place at the school and will be refunded, after the date of leaving, by deduction from the final invoice setting out any remaining fees due. In cases where an enrolment is cancelled prior to the start date any refund of deposit will be made in accordance with the scale, related to length of notice, set out on the school's website. No refund will be made of any deposit in any other circumstances.
6. Fees in respect of all year attendance options will be due for payment on the quarter dates of 1st January, 1st April, 1st July and 1st October and one quarter of the annual fee will be due for payment on each of these dates. For term only attendance modules, one third of the annual fee will be due for payment on the first day of each of the three academic terms. Payment annually in advance will also be accepted. No reduction in fees will be made for illness or holidays or other absences.
7. Interest will be payable to the School on any fees or part thereof unpaid after the due date at the rate of 2% over the base rate for the time being of National Westminster Bank Plc.
8. Fees for part periods will be calculated on the basis of one hundred and seventy attendance days per year for term only attendance sessions and two hundred and thirty six attendance days per year for all year attendance sessions. Where flexible attendance options are involved, these total days will be deemed to occur:-

	Term only attendance option	All year attendance option
Monday	32	45
Tuesday	33	48
Wednesday	33	48
Thursday	36	48
Friday	36	47
	170	236

9. For all year attendance options, three months' notice, or payment of fees for a three month period in lieu of notice, will be required upon withdrawal of a child from the school. For term only attendance options, one complete term's notice, to be given by the end of the preceding term, will be required or payment of one term's fees in lieu of notice. In either case notice must be given in writing but notice received by email will be accepted.
10. **The School reserves the right to request that a child be withdrawn from attendance, on either a temporary or permanent basis. Under such circumstances an appropriate adjustment of fees will be made at the School's absolute discretion.**