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### **Fee payment options for 2016/17**

Fees and charges for school lunches are invoiced prior to the beginning of each term. Each invoice will include the extra charges accrued for the previous term plus advance charges for items such as residential trips. This will ensure that your child only has to bring sufficient cash to cover any snacks required during break times.

Fees may be settled in either of two ways:

#### **Option 1:**

The invoice should be paid in full **on or before the first day of term** by either direct bank transfer or cheque. If paying by direct bank transfer please quote your account number as a reference to ensure the correct allocation of funds. Our bank details are printed on the invoice. Due to security and the stringent rules on money laundering we are unable to accept cash as payment for fees.

#### **Option 2:**

The entire academic year's fees and lunches may be paid monthly by ten equal instalments of £2054 which will be collected by direct debit, starting with a first instalment collected on 30th August 2016 and thereafter on or around the 30<sup>th</sup> day of each month.

If you wish to take advantage of our instalment payment option for the new academic year starting in August 2016, please complete the direct debit mandate and return to me through the school office.

Please note that there are no additional charges for the direct debit scheme. If you are currently using this scheme, you need take no further action.

If you would prefer that your invoices are sent by email, please let me know the email address that you would like us to use.

If you have any questions I can be contacted by email [louise.doughty@kewhouseschool.com](mailto:louise.doughty@kewhouseschool.com) or by telephone on 020 3249 7744

Thank you

*Louise Doughty*

Louise Doughty  
Finance Officer