



## FINANCIAL MATTERS

### SCHOOL ACCOUNTS

School accounts are sent out at the end of each term. These cover fees and extras for the following term together with certain items such as outings for the previous term. Any queries should be addressed to the Bursar before the beginning of term. If you would like to receive your invoice via email please contact Mr Joe Leese, via email on [bursar@westfield.newcastle.sch.uk](mailto:bursar@westfield.newcastle.sch.uk) and your daughter's account will be updated.

### PAYMENT OF SCHOOL ACCOUNTS

School accounts are payable termly in full on or before the first day of term. Interest will be charged at the rate of 2.5% per month calculated on a daily basis, on all overdue accounts. Termly payments should be made by cheque or direct bank transfer. The school is unable to accept cash. Arrangements can be made to pay accounts by Direct Debit. These spread the payment of fees over ten instalments from 1 August to 1 May inclusive. Extras will be taken as a separate direct debit at the end of each term. Annual payments may also be made prior to the commencement of the school year. Please contact the Bursar prior to 31 July if this is of interest to you.

### FEES/EXTRAS PER TERM ACADEMIC YEAR 2023-2024:

#### Tuition

##### Senior House

Upper 3 to Upper 6 (Year 7 to Year 13) £5,562 per term

##### Junior House:

Year 3/Year 6 £4,396 per term (Prep@Westfield)

Year 1/Year 2 £3,975 per term (BrightStart@Westfield)

Early Years - Full Time £3,679 per term

For Early Years children who are part time and/or qualify for the Early Years Grant please contact the bursar for the reduced rates.

#### Extras

Lunch:	Senior House	£275 per term
	Junior House	£246 per term
Breakfast Club		£5
Twilight Care		£6 per hour (from 3:30 pm)

### SCHOOL LUNCHES

School lunches are compulsory in Upper Five and below.

### NOTICE REQUIREMENT

Owing to the contractual obligations which the school has with teachers and suppliers etc., the following periods of notice are required, otherwise full fees are due. Written notice must be received by the school as follows:

Leaving the School                      One full term

It is assumed that all girls will remain at school until the end of the Upper Sixth unless notice is given to the contrary. The Governors reserve the right to increase fees without notice, although every effort is made to give as much notice as possible.

### REGISTRATION FEE

A non-returnable registration fee of £50.00 is payable when a child is registered for entry to the school or sits the Entrance Examination.

**ACCEPTANCE FEE**

An acceptance fee of £250.00 is payable on the parents' firm acceptance of a place at the school. This will be held as a deposit and will be deducted from the last school account providing all amounts due have been paid in full and all school books and equipment have been returned. The acceptance fee is non-refundable should, for any reason, the student be withdrawn before commencing at Westfield. Parents are requested to consider donating their acceptance fee to the Bursary fund which provides financial assistance to those parents who require it.

**INSURANCE**

Parents are requested to note the following insurance arrangements:

1. **Personal Accident**

Insurance against personal accident resulting in permanent injury or death (365-day cover) is provided for all pupils. The cost of £4.00 per term will be added to the school fees account

2. **Personal Effects**

The school is unable to provide insurance for pupils' personal effects. Parents are advised to ensure they have cover for these items under their household insurance policy.

**OLD GIRLS' ASSOCIATION**

A subscription of £1.00 per term is charged to Senior House pupils. This provides life membership of the Association.

**EXAMINATION FEES**

Fees for all external examinations e.g. GCSE, AS, A level and Music examinations are not covered by school fees and will be added to school accounts.

**Note:** The full term's fees are payable for the term in which pupils sit their A level or GCSE examinations.