



## FINANCIAL MATTERS – 2025-2026 (Including VAT)

### SCHOOL ACCOUNTS

School accounts are sent out at the end of each term. These cover tuition fees and known extras for the following term, such as lunch fees, together with other extras such as breakfast club, twilight, exam charges and outings for the current 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 or twelve instalments from 1 August. Payment of fees in advance is also available should parents wish to pay two or more terms at least one full term ahead and avail of the 5% discount currently on offer. Details of the scheme can be obtained by contacting the Bursar.

### FEES PER TERM ACADEMIC YEAR 2025-2026:

#### Tuition Fees (incl. 20% VAT)

##### Senior House

Upper 3 to Upper 6 (Year 7 to Year 13) £7,255 per term

##### Junior House:

Year 3/Year 6 £5,735 per term (Prep@Westfield)

Year 1/Year 2 £5,185 per term (BrightStart@Westfield)

Early Years - Full Time £3,995 per term (exempt from VAT unless the class has more than one 5 year-old in which case 20% VAT will be added)

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

#### Extras (exempt from VAT)

Lunch:	Senior House	£295 per term
	Junior House	£265 per term
Breakfast Club		£5
Twilight Care		£6 per hour (from 3:30 pm)

Lunch fees are charged at a rate which is aimed at covering costs only.

### **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
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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 (incl. 20% VAT)**

A non-returnable registration fee of £60.00 is payable when a child is registered for entry to the school or sits the Entrance Examination.

### **ACCEPTANCE FEE (exempt from VAT)**

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 (exempt from VAT)**

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.

### **EXAMINATION FEES (exempt from VAT)**

Fees for all external examinations eg GCSE, A level and Music examinations are not covered by school fees and will be added to school accounts as indicated in the opening paragraph. These charges are recovered at cost.

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