



SCHOOL POLICIES

FINANCE POLICY 2026 - 2027

Approved by:	Headteacher	Date: 1 June 2026
	Board of Governors	Date: 4 June 2026

Next review due by:	February 2027
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Introduction

At [The Acorn School](#), we are committed to providing a unique, child-centred education that nurtures the individuality, creativity and wellbeing of every young person in our care. Developed over time, the curriculum draws upon a variety of educational models from around the world, creating a dynamic and engaging learning environment that encourages students to become intellectually capable, independent and free-thinking individuals who are well prepared to enter the wider world.

As a small independent school with a dedicated staff team, we place great value on the close relationships, individual attention and supportive community that enable our students to thrive academically, socially and emotionally.

The school is currently self-funded and relies primarily upon tuition fee income, alongside fundraising and the support of our wider community, to provide this distinctive educational experience. While we believe that all children and young people deserve access to the type of education The Acorn School provides and wish for it to be freely available to all, we presently depend upon the timely payment of fees and the careful stewardship of limited financial resources in order to remain sustainable.

Through prudent financial management, we seek to safeguard the future of the school whilst continuing to provide the high standard of education and care that lies at the heart of The Acorn School's ethos.

1. Fees, Deposits and Extras

The prompt payment of all school fees (including tuition, application, experience, registration and enrolment deposit, and extras) is integral to the successful running of the school, and we kindly ask all parents to ensure all payments are made promptly and by the due date.

Tuition Fees

Tuition fees are calculated on an annual basis and invoiced termly (three times per year) and include all the costs incurred in the usual course of the education, including the provision of any necessary educational materials (see below for items included as Extras).

We are unable to offer any reduction to fees due to illness or other absences during term time.

TUITION FEES FOR ACADEMIC YEAR 2026-2027 incl. VAT



Class	Annual Fees incl. VAT	Option 1 Monthly School Fee Payments	Option 2 Termly School Fee Payments			Option 3 Annual School Fee Payments
	Incl. 20% VAT 26-27	11 equal instalments from Sept 2026 – July 2027 *Inclusive of £5 monthly admin fee	Autumn Term 13 weeks	Spring Term 10 weeks	Summer Term 12 weeks	Includes 2% discount if paid in full by the first day of school Sept. 7, 2026
Class 1 part-time	£11,868	£1,084	£4,408	£3,391	£4,069	£11,631
Class 1 full time	£13,649	£1,246	£5,070	£3,900	£4,680	£13,376
Class 2 part-time	£12,972	£1,184	£4,818	£3,706	£4,448	£12,713
Class 2 full time	£13,787	£1,258	£5,121	£3,939	£4,727	£13,511
Class 3 - 8	£14,214	£1,297	£5,279	£4,061	£4,873	£13,930
Class 9	£15,870	£1,448	£5,895	£4,534	£5,441	£15,553
Class 10	£17,664	£1,611	£6,561	£5,047	£6,056	£17,311
Class 11	£17,664	£1,611	£6,561	£5,047	£6,056	£17,311
Class 12	£17,664	£1,611	£6,561	£5,047	£6,056	£17,311

For full terms and conditions, please refer to The Acorn School's Finance Policy available on our website

Tuition fees will be invoiced before the first day of each term and are payable by one of the following methods:

Annually: By the first day of the school year in September. An automatic 2% discount will be added to your invoice if you choose this option. The discount will be removed if the payment has not been made by the 1st day of term.

Termly By the first day of each new term.

Monthly (by Direct Debit): Spread out over 11 payments September to July, due by the 7th day of each month. You will be sent a Direct Debit Mandate to sign if you choose this method and there is a £5 per month administration fee on all monthly payments.

Fee Increases

We endeavour to keep the fees affordable for our parents while ensuring the school can provide the very best education for its students. To keep the school fees as affordable

as possible, we ask parents to help with fundraising activities and routine maintenance tasks such as painting and gardening which helps to keep costs to a minimum.

Fees are reviewed annually and are subject to increase from time to time, in line with any increased costs of providing the education. The school will endeavour to give a term's notice of an increase to school fees.

Application Fee

A non-refundable Application Fee of £ 50 (+VAT) will be invoiced at the point of application to cover the cost of administering the application. As soon as payment is received the formal process will commence as outlined in the Admissions Policy.

Two-Week Experience Fee

The Acorn School offers an important opportunity for each prospective pupil to spend two weeks as a full-time student. This two-week experience enables prospective pupils to engage in all aspects of school life and get to know the school, students and staff. Equally, it enables the school to understand whether and how we can best meet their needs.

There is a fee of £200.00 (+VAT) for the two-week experience, which will be invoiced on confirmation of the experience date and is due before it commences. If the student joins the school immediately after the experience, the fee is deducted from the tuition fees due from the date the two-week experience started.

Enrolment and Registration Deposit

If, after a successful experience, a place is offered to start at a specified date a £500 Enrolment Deposit per child (no VAT) is due within 14 days of the date of the offer letter. This deposit will be held for the time the child is at the Acorn School. Upon leaving it will be returned minus any outstanding fees.

Following a successful experience where a place is not immediately available the school may offer a place on the waiting list. Parents confirm their acceptance of the place by signing the offer and returning it with payment of a £250 non-refundable Registration Deposit. When a place becomes available and is accepted it will be put towards the £500 Enrolment Deposit. The additional £250 will need to be paid at the time of accepting the offer of a place on the waiting list.

Prospective Class 1 pupils

It is important for us to assess a child's readiness for Class 1. This would generally take place in the year before they start. Parents wishing to hold a place in the application process, pay a non-refundable £250 Registration Deposit. If a place is offered for a

specified start date and subsequently accepted it will go towards the Enrolment Deposit, with the additional £250 to be paid at the time of accepting the offer.

2. Afternoon sessions, Trips, Clubs and Extras

Afternoon Sessions for C1 and C2

Afternoon activities are provided for C1 and C2 pupils with a part-time timetable. These are play-based, non-academic sessions led by one of the teaching staff. Sign up for these sessions is due by the start of each half term and charged at £10 per session plus VAT, invoiced in the first week of the term.

Extras, Trips and Clubs

Extras, such as books, stationery, cooking ingredients and art/craft materials are invoiced separately at the end of each term and due within 14 days from the date of invoice.

After School Clubs will be invoiced at the beginning of each half term and are due within a week. The school will endeavour to provide a minimum of 5 sessions per half term and offer an alternative activity wherever possible. A discount or refund will be applied in case of less sessions being offered. No refunds will be issued due to non-attendance.

Adventure days costing less than £30 per session will be charged on the termly extras bill. Any extra school trips and activities will be communicated to families in advance and invoiced prior to the activity taking place, no refunds can be given for non-attendance.

Winter and Summer Camp are included in the school fees for Upper School students (Class 9 upwards) when they take place in the UK and the cost is up to £175. Any costs over that amount and additional activities with a third-party company will be charged separately and get prior parental consent. When these trips are abroad, an additional fee will be charged.

Class 11 & 12 History of Art trips to France and Italy are not included in the fees. Costs will be budgeted and communicated ahead of time and will be invoiced ahead of the trip. Unforeseen but necessary costs may be invoiced afterwards.

3. Discounts and Bursaries

Sibling discount

There is an automatic reduction of 15% for the second and third child by age, and 25% for the fourth child in a family, whilst they are all in attendance.

Prepayment of annual fees

This will attract a 2% discount on the total tuition fees providing the account is paid by the first day of the academic year.

Friends of The Acorn School Bursary

The Acorn School is committed to broadening access to our unique, child-centred education. Our school has always been self-funded and must support itself using school fees.

The 'Friends of The Acorn School' is dedicated to enabling more young people to experience the education that the Acorn provides by contributing towards their school fees. Availability of financial assistance depends on the availability of 'The Friends of The Acorn School' funds, together with the number of parents currently receiving a bursary and overall need.

Should funding be available, a means tested bursary offering up to 40% discount on school fees, conditional on family income and assets may be available upon application. Bursary assistance must be applied for every academic year, and the discount will be applied to all children in the family attending The Acorn School. It also applies to afterschool care sessions for C1 and C2. Clubs, trips and extras will not be subject to the bursary discount.

Acorn families will all be invited to contribute to the Bursary Fund upon leaving the school to help other families access the education. They can make either a one-off or regular donation and will also be offered to option of donating their Enrolment Deposit.

Staff discount

The Acorn School staff are entitled to the following tuition fee discount:

- Staff are entitled to 95% tuition fee discount that is adjusted to their full-time equivalent (FTE) salary. For illustrative purposes, a staff member on a 0.5 FTE salary is entitled to a 47.5% fee discount.
- The discount applies to up to two of their children or grandchildren attending at the same time.
- The staff discount will be reviewed and adjusted at the start of each term in case of changes in working hours. Staff discount does not apply to the termly extras and therefore staff are responsible for full payment of all extras for their child and siblings.

The sibling discount will not apply to children receiving a staff discount except for a third or fourth child.

Payment Methods

By Direct Debit: To go on a monthly instalment plan we ask that each family signs a Direct Debit Mandate.

By bank transfer

Bank account details:

Virgin Money

Account name: The Acorn School Educational Trust.

Account number: 00031913

Sort code: 82-12-08

Additional information for international payments:

BIC: CLYDGB21842

IBAN: GB28CLYD82120800031913

4. **Account Management**

Account statements

Account statements are sent out termly to all parents.

Late payment of school fees

- Late payment of annual or termly school fees will incur a £40 charge per 7 days they are overdue.
- Missed or late monthly instalment payments will incur a £10 charge per 7 days they are overdue.
- Late payment of clubs, trips, weekends away and extras will incur a £10 charge per 7 days they are overdue.

Non-payment of school fees

The Acorn School reserves the right to refer unpaid fees / extras debt to an external agency and the parents will be liable to pay all costs, fees, disbursements, and charges including legal fees and costs reasonably incurred by the school in the recovery of any unpaid fees regardless of the value of the school's claim.

All debts are reviewed half termly by the finance team. In exceptional circumstances, it may be necessary to discontinue individual students' schooling at The Acorn School

when school fees are in arrears. In these circumstances, families are given one month's notice in writing.

Financial Hardship

We are aware there may be times when a family experiences unforeseen financial hardship and we encourage you to approach the school in good time to discuss financial consideration prior to any debt being accrued.

5. Notice Period

If you wish to withdraw a child from the school, you are required to give one full term's notice in writing. Notice must be received by the first day of the term. If you miss this deadline, you will be liable to pay an additional term's fees in lieu of notice.

6. Supporting the Friends of The Acorn School Bursary Fund

Please consider supporting "The Friends of The Acorn School" bursary fund.

The 'Friends of The Acorn School' is an important fundraising program introduced in 2019 and is dedicated to enabling more young people to experience the unique education that The Acorn School provides. The program contributes towards a student's school fees through the provision of income-assessed bursaries. The size of the fund dictates the number of bursaries that the school can offer each year.

As an example of how a small, regular contribution can make a big difference, if 20 people contributed £20 each month or £80 per term, this would fund 33% of the school fees for a Class 3-8 student for one year.

If you would like to make a contribution to the fund, please email finance@theacornschoo.com for details. If you are a UK Tax Payer your donation may be eligible for an extra 25% Gift Aid, we can send you a Gift Aid Declaration.

Thank you for your support.