



## SINCLAIR HOUSE SCHOOL

# FEES | TERM DATES | ADMISSIONS

## PREPARATORY SCHOOL 2021-2022

### PREPARATORY SCHOOL

£

Pre-Reception	5,187.00 per term
Pre-Preparatory (Reception, Year 1 & 2)	5,859.00 per term
Preparatory (Year 3 through to Year 6)	6,258.00 per term
Hot School Lunch (x 5)	365.00 per term

### SHUTTLE BUS

£

Return Journey	175.00 per term
One Way Journey	100.00 per term

### MISCELLANEOUS

£

Personal Accident Insurance	6.50 per term
My Montessori Child (Pre-Reception Only)	25.00 per term
PTA Membership Per Family (Autumn Term)	45.00 per year
Educational Computer Package (Summer Term)	15.00 per year
School Trips	Invoiced termly

### EARLY BIRDS & AFTER SCHOOL CLUBS

The school offers early birds and a variety of after school clubs, booked on a termly basis. All internal clubs are included in the school fees. External clubs are charged direct to families.

### ADDITIONAL ITEMS

Any additional items, school trips and costs incurred during the term will be included on the next fees invoice.

### TERMS & CONDITIONS

Payment of the termly fees invoice is due on or before the first day of each term. If fees are not paid in full by the due date, a surcharge of £25.00 will be added to the outstanding sum for every day that the fees remain outstanding.

A full and clear term's notice is required before the removal of a pupil or the cessation of any extras. In default of such written notice, the full term's fees are payable. SHS Terms and Conditions are available from the school office and form the basis of the Parent Contract which comes into effect at the point of enrolment of a child into Sinclair House School.

### PLEASE NOTE

Sinclair House School Ltd is registered with Fulham & Hammersmith Early Years Grant Scheme, a termly grant scheme, which we administer on your behalf – 3 to 5 year olds only – 15 hours scheme.

# TERM DATES 2021/2022

## PREPARATORY SCHOOL

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### Autumn Term 2021

Start of Term	Monday 6 September
Half Term	Thu 21 – Fri 29 October
End of Term	Wednesday 8 December at 2.00pm

### Spring Term 2022

Start of Term	Wednesday 5 January
Half Term	Mon 14 – Fri 18 February
End of Term	Friday 25 March at 2.00pm

### Summer Term 2022

Start of Term	Wednesday 20 April
Half Term	Mon 30 May – Fri 3 Jun
End of Term	Friday 8 July at 2.00pm

## ADMISSIONS

### SINCLAIR HOUSE PREPARATORY SCHOOL & MONTESSORI NURSERY

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Sinclair House School welcomes applications from pupils of all social and cultural backgrounds regardless of ethnicity, culture or religion, home language, family background, disability or other attributes, as stated in the Equality Act 2010, who would benefit from an education and would contribute fully to the wider life of school.

Our admissions process starts with a child's registration. This comprises the completion of a Registration Form and the payment of a non-refundable Registration fee of £100.00.

Parents are invited to come and visit Sinclair House School (SHS). Individual appointments can easily be made and gives parents a chance to tour the Preparatory School and/or the Montessori Nursery, please contact us directly to book a visit. Open Mornings take place termly and bookings can be made via our website on [www.sinclairhouseschool.com](http://www.sinclairhouseschool.com)

At Sinclair House School places are awarded to children entering the Nursery in priority order, by the date of registration. Where children are entering Pre-Reception and Reception, places will be awarded in priority order, by date of registration and following a successful short assessment within their nursery setting. Occasional in year places are offered, subject to availability. Children entering the school mid-year will be invited to spend the morning with us and take a short assessment in both English and Maths as part of their visit. In addition, we will require a copy of their most recent school report and a confidential reference from their current school, to complete our admissions requirements, before we move to an offer. Early registration for these entry points is advised. Priority is given to children due to join Pre-Reception and Reception from our Montessori Nursery, they will receive a visit from our Headmistress and an offer to join the Preparatory School will be confirmed, once all areas of learning and development have been reviewed.

## ACCEPTANCE OF AN OFFER

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Places are confirmed and secured with a completed Enrolment Form and a security deposit of £2,000.00 for the Prep School and £500 for the Montessori Nursery. The deposit for the Prep School is refundable when the pupil leaves in accordance with our Terms and Conditions. For current Nursery parents confirming an offer of a place in Reception, the security deposit will increase to £2,000.00, monies already held by SHS is transferred to the Preparatory School and the difference will be required to be paid. At this time the deposit becomes non-refundable until the child starts in Reception.

## SIBLINGS DISCOUNT

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When first younger sibling attends Nursery and older sibling also attends Nursery, a 2.5% sibling discount will be applied to younger sibling. The sibling discount to the first younger child in Nursery whilst older sibling attends SHS Prep School will be 5% and will increase to 10% once the younger sibling transfers to the Prep School. A 5% sibling discount will be applied to the second younger child and 2.5% sibling discount will be applied to any further younger children, whilst older sibling attends SHS Prep School.

## PERSONAL INFORMATION

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Children's records are kept in the school. Confidential information about children is held securely and only accessible and available to those who have a right or professional need to see them. The school acknowledges their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000 and UK GDPR Regulations. All staff members understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.