



## FINANCIAL MATTERS

### 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. We are currently also setting up a facility on our website for payment online by card and you will be advised as soon as this is available. 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. Payment of fees in advance is also available should parents wish to pay 2 or more terms at least one full term ahead and details of this can be obtained by contacting the bursar.

### FEES/EXTRAS PER TERM ACADEMIC YEAR 2024-2025:

#### Tuition

##### Senior House

Upper 3 to Upper 6 (Year 7 to Year 13)      £5,870 per term

##### Junior House:

Year 3/Year 6	£4,640 per term	(Prep@Westfield)
Year 1/Year 2	£4,195 per term	(BrightStart@Westfield)
Early Years - Full Time	£3,880 per term	

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

Lunch:	Senior House	£285 per term
	Junior House	£255 per term
Breakfast Club		£5
Twilight Care		£6 per hour (from 3:30 pm)

### SCHOOL LUNCHES

School lunches are compulsory in Upper 5 and below. In 2023, owing to the dramatic increase in food prices at the time, in the summer term the school had to increase lunch fees in order to avoid losses but has, since then, managed to contain the costs so that the increase in lunch fees will now take place from the Autumn 2024 term. 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**

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 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.

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