



WYCHWOOD

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Fee Guidance for Parents 2023/24

Annual Fee

The annual fees are divided into three terms and each term is invoiced in advance. Extra-curricular activities are invoiced in arrears. Thus, in your first Michaelmas term at Wychwood you will receive an invoice for the boarding or day fee plus optional insurances. The extra charges incurred in the Michaelmas Term will appear on the Hilary term invoice. At the end of the final Trinity term of your child's career at Wychwood you will receive an invoice that includes the extras for the Trinity term, an optional lifetime subscription to The Wychwood Association (current pupil and alumnae organisation), and the return of your deposit.

Some schools will charge different fees for the lower and upper school to reflect the cost of teaching in these year groups: we do not. We prefer to spread the cost of your child's education into equal payments, this also means that when your child is absent for work experience, study leave or post-examination leave, this has been accounted for and the absence does not result in a reduced fee.

Fee Increases

The school endeavours to keep potential fee increases to a minimum by careful management of the costs and budget. Any surplus is reinvested in the school so that we can continue to meet curriculum needs and provide suitable facilities.

The Directors will announce the provisional fees for the following academic year each March; these are confirmed or adjusted in June for the forthcoming Michaelmas term. Parents are informed of the provisional fee by the second week in April.

The following items are included in the fees:

Education	1	All curriculum teaching
	2	Full board Monday to Sunday for boarders Break, lunch and tea Monday to Friday for day pupils
	3	Use of all facilities
	4	All exercise books
	5	Stationery for years 9 to 13 - if required - files, dividers, one 200 sheet pad of paper, printing within school limits
	6	Black and white photocopying from teachers
	7	General first aid items
	8	Visiting speakers on contemporary and curriculum issues
	9	Internal University preparation
	10	The Elm - Wychwood magazine
	11	School planner
	12	Email account
Contributions	1	Wychwood Association (£10 per term)*
	2	Friends of Wychwood (£10 per term)*



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		*- a mandatory contribution listed separately but included in the basic termly fees
Events	1	School picnic for the whole school
	2	Welcome to Wychwood Sixth dinner for Study (Year 12 and 13) pupils at the start of term
	3	Councillors Dinner
	4	Sports Dinner
	5	House recreational events
	6	General Studies Activities excluding transport and theatre tickets

Payment

Payment can be made by the following methods:

- Cheque
- Direct into our bank:
 - Sort code: 20-65-18
 - Account Number: 33268721
 - Account Name: Wychwood School
 - SWIFT: BUKBGB22
 - IBAN: GB65 BUKB 20651833268721 Please identify the payment with the pupil invoice number or name

Please be aware that the School will not change these bank details - if you receive any correspondence claiming to be from Wychwood School (Oxford) Ltd changing these details, call the Bursar on 01865 517134 before making any payment.

Advance Fees

- We offer the opportunity to all parents to pay fees in advance: if parents are interested in this, please contact the Director of Operations for details.
- When calculating the amount to set aside, you may like to consider including extras.
- Unfortunately, we cannot offer any protection against fee increases; these will apply as judged necessary by the Directors.

Payment of Fees

Fees are due in full before the first day of each term. On agreement with the school, fees can be paid monthly by standing order.

Non-payment of fees by half term will result in your child being temporarily removed from the school until the fees are paid.

Surcharge



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Payment of fees is expected on the first day of term. A surcharge is added to the amount for late payment as follows:

- 0.75% of the outstanding total after 14 days
- 1.00% of the total after each 14 day period thereafter
i.e. 0.75% after 14 days, 1.75% after 28 days, 2.75% after 42 days etc.

Please be aware that the surcharge can mount up quickly.

Invoice Queries

If you have a query regarding extras on the invoice and we have not managed to resolve the query within the first 14 days, please settle the bulk of the account otherwise a surcharge will be added to the account.

A surcharge will not be added to the extras relating to the query.

A credit note will be issued if applicable for amendments to the invoice or if requested a refund can be made.

Notice

A **full term's notice** must be given if a child is to be withdrawn i.e. by the end of the penultimate / previous term, **otherwise fees in lieu will be charged**. A full term's notice must also be given if a child changes status, e.g. from Day Pupil to Weekly Boarding.

We require a full term's notice if you wish to discontinue extra-curricular lessons as we are contractually bound to the teacher for the lessons booked. If we do not receive a full term's notice the appropriate term's fee will be charged in lieu.

Insurances and Friends of Wychwood

Boarding / day fees and required insurance premiums are payable in advance.

We automatically include the following item on your termly account unless you notify us in writing in advance that you wish to **opt out** of the scheme. The policy leaflet is sent out with the Autumn Term invoice:

- School Fees Protection Insurance (opt out) - the termly premium is 1% of the fee less the WA and FoW contributions: i.e. Boarding - £119, Day - £69

Personal Belongings

Please ensure that you have cover under your own household or All Risks policy, especially for expensive items like mobile phones, musical instruments, cameras, tablets and laptops.

Travel



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Please ensure well in advance that you have the up-to-date UK GHIC (Global Health Insurance Card) available on line or from the Post Office for trips abroad. Visit www.gov.uk/global-health-insurance-card for further information. If you have an UK EHIC (European Health Insurance Card) it will be valid until the expiry date on the card. Once it expires, you will need to apply for a GHIC to replace it.

For school trips abroad please ensure that all passports and visas have more than six months to renewal, from the end date of the trip.

Chargeable Extras

Extras fall into three categories - Education, Activities and Personal.

The list is not exhaustive and other items may occur during the year that will be passed on to parents. Permission will be sought from parents wherever possible for Extras to be charged to their account, particularly non-standard items such as trips, extra tuition, and music lessons. Items such as text books, entry fees for public examinations and the UCAS application fee are considered essential, and will therefore be charged automatically.

A list is sent out at the end of each term for you to sign up to lessons and activities in the following term.

Education	1	Extra support tuition - Learning Support £53 per hour	
	2	Individual language lessons £53 per hour	
	4	Specialist languages - Cost dependent on tutor	
	5	Public examinations entry fees	
	6	UCAS fees	
	8	Text books to include revision guides, language dictionaries, music	
	9	Sixth form periodicals	
	10	Art, Textiles and Photography materials for exam projects	
	11	Curriculum maintenance - educational trips supplementary to the course	
	12	Residential trips other than listed under Fees	
	13	Events other than listed under Fees	
	14	Colour photocopying / printing	
	15	Travel costs	
	16	Counselling £60 per hour	
	Activities	1	Musical instrument lessons £35.50 per lesson (average of 10 lessons per term)
		2	LAMDA Tuition
3		Speech and Drama lessons	
4		Tennis coaching - cost dependent on numbers	
5		Duke of Edinburgh Award Scheme plus annual £20 for equipment and admin	
6		Entertainment trips to cinemas, shopping, exhibitions, shows etc	
7		Charity fundraising	
8		Music instrument hire	



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	9	Birthday cakes
	10	Meals out
	11	Takeaways
	12	Study Extension Theatre trips
	13	Challenge Trips, General Studies and Activity Weekends
Personal	1	Insurances
	2	Uniform, clothing items such as hoodies and replacement items for wear and tear, if required by the school
	3	Sports kit, tennis racquet, gum shield, shin pads, hockey stick
	4	Overnight stays (Day pupils)
	5	Breakfast, supper, except house / school events (day pupils)
	6	Personal transport including travel to interviews, open days, dentist, opticians, end of term etc.
	7	Educational Psychologist, speech therapy or other learning support costs
	8	External medical, dental appointments / consultants
	9	Medical supplies for personal use, spectacles, vaccinations
	10	Pocket money
	11	Photographs
	12	Portable Appliance Testing
	13	Postage / telephone calls



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Day Pupil Overnight Stays

Bed and Breakfast:	£79.50 per night
School Trips (the night of or before the trip):	£42.50 per night

Lessons

If a teacher has missed an extra-curricular lesson you will not be charged, but if a pupil has missed an extra-curricular lesson you will be charged (including music lessons). Pupils should forward plan and reorganise music lessons when school commitments change.

Activities

Extras such as tennis and music lessons will only be charged for lessons taught or where pupils are absent without notice. If a teacher has been unable to make up the lessons an adjustment will be made each term. Parents will be asked to indicate at the beginning of the academic year whether they would be happy to take more than the 30 allocated lessons if the possibility arises.

Portable Appliance Testing

All pupils' electrical equipment unless under 12 months old, must be tested by a competent electrician and labelled as having passed a portable appliance test. Any equipment not certificated will be tested by the school and charged at £10 per pupil plus the cost of any remedial work. Non-tested items will not be allowed into school and can be confiscated: parents will be asked to collect any such items.

Tickets and Trips

If applications for tickets and trips are withdrawn, the School will charge the parent if it is charged either the full cost or a cancellation fee by the supplier. If tickets have been purchased as agreed and not used (perhaps because of illness or other commitments) the cost will be charged to the parent, unless the ticket can be resold. If a ticket is bought because a parent or guardian has not returned the written reply slip sent out or responded to a letter from school, then the resulting costs will be charged.

All residential trips will require a 25% deposit on booking; if subsequently, a parent chooses to cancel a pupil's attendance on a residential trip, this sum is non-refundable. All committed costs will be invoiced in advance of the trip; any supplementary costs will be invoiced in arrears. Occasionally we will have to change plans in response to events at the time: perhaps the weather, or possibly due to a travel advisory note from the Foreign Office reflecting a situation abroad. In this event we will make any amendments to the itinerary we consider necessary for the safety of pupils and staff. Very occasionally we may have to curtail or cancel a trip, for example due to extreme weather making travel impossible. In that event we will attempt to negotiate a reduction in costs from accommodation and transport providers, and we will also put in a travel insurance claim. However, we need to be clear that it is possible we will not be able to refund some or any of what you have paid if a trip has to be cancelled in a situation such as this.



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All parents will sign the Annual Parental Consent Form and this authorises the school to place the cost of each chargeable trip on the school bill subject to a limit of £50 per trip without further authorisation required.

Travel

All travel is charged at cost and divided between the numbers booked; if a pupil is withdrawn from the trip through illness or other commitments, the cost will be charged unless the place can be resold.

Travel to and from the School for interviews, university open days, dentist and opticians etc. is deemed optional but essential travel will be charged to the pupil account.

Travel to and from the School at the start and end of term cannot be put on account unless a deposit has been provided at the start of the term. Personal taxis cannot be put on account

Travel for personal use cannot be put on account.

Credit

Pocket money for all pupils can be put on account at the start of term for the pupils to draw down during the term.

Cash will not be given to pupils unless money is sent in advance, either by cheque or direct into our bank account.

Please sign below and return to admissions@wychwoodschoo.org to indicate you have read and understood the contents of the Fees Guidance for Parents 2023-2024

Pupils name - please print:

Signed Parent/Guardian

Name - please print

Reviewed June 2023