



SCHOOL FEES, NON-PAYMENT & FINANCIAL ASSISTANCE POLICY

A. SCHOOL FEES

1. School fees for Morasha Jewish Primary School (the "School") are currently £1,500 per term per child, plus a £150 security fee per term per child, (together the "School Fees") and are payable to the Finchley Jewish Primary School Trust (the "Trust").
2. School Fees must be paid, in full, for each child attending the School, unless a bursary has been awarded from the Access Fund (see Section B below) in relation to the School Fees due for a specific child for any given academic year.
3. Should the financial position of any parents change during the School year, such that the parents may be unable to pay the School Fees for any child in full, the parents should contact the treasurer of trustees through the School office to discuss the situation as soon as possible.
4. The School will issue statements and invoices on the last day of each term for the School Fees for the next term. All School Fees must be paid by the first day of the new School term unless alternative payment arrangements have been agreed, in writing, with the trustees of the Trust.
5. Alternative payment arrangements are available to assist parents who wish to spread the payment of School Fees throughout the year. Any parents wishing to discuss alternative payment arrangements should contact the treasurer of trustees through the School office.
6. School Fees cannot be paid by charity cheque and School Fees are not eligible for Gift Aid.
7. If the School Fees due are not paid in full, and the treasurer of trustees has not been informed by the parents responsible for paying the School Fees that there has been any change in their financial position, the courses of action available to the trustees include: instructing a debt collection agency; issuing a notice of exclusion; agreeing an alternative payment arrangement and asking the parents to complete an Access Fund Application Form to consider whether a bursary should be made available from the Access Fund under the Access Fund Application Procedure (see Section B below).

B. ACCESS FUND APPLICATION PROCEDURE

1. The cost of educating each child at the School is £2,500 per term. The trustees have decided that, in order to enable as many children as possible to have access to education at the School, the School Fees should be lowered to £1,500 per child per term. The trustees and governors of the School undertake fundraising initiatives to meet this shortfall and any parents who are able to donate money to cover the full cost of their child's education are encouraged to do so through the "Parents for Parents" fund.

Morasha Jewish Primary School is registered under the name Finchley Jewish Primary School Trust

Hon. Principal Rabbi Ephraim Mirvis

Hon. President Benjamin Perl

Trustees

Chavi Abeles

Robert Gershon

Ian Kamiel

Jeremy Newman (Chair)

Adam Phillips

Peter Sheldon OBE

Charitable company limited by guarantee. Registered in England No 6319377 Registered Charity No. 1121959

Registered Office: 18 Templars Crescent, London N3 3QS



2. The Access Fund exists to provide bursaries for those children whose parents cannot afford to pay the full School Fees. Applications to the Access Fund are fully means tested.
3. The Trust has set aside funds specifically to provide bursaries to ensure that children are not excluded from attending the School on the grounds of financial hardship. The trustees and governors fundraise in order to increase the size of the Access Fund available. However, the Access Fund is not limitless and the funds available each year are allocated to those most in need in any given year.
4. The Access Fund Application Form can be downloaded from the School's website www.morashajps.org.uk.
5. Applications for the Access Fund should be sent to Morasha Jewish Primary School Access Fund, C/o 18 Templars Crescent, London N3 3QS.
6. Bursaries are awarded for one academic year only. A separate application must be made to the Access Fund each academic year. The award of a bursary for one academic year does not indicate that the same level of (or any) assistance will be awarded in any subsequent year.
7. The deadline for applying for a bursary for each academic year is the first day of the summer term preceding the academic year for which the application for a bursary is being made. Failure to submit the Application Form before the deadline may lead to the application being rejected.
8. Failure to complete all or any part of the Application Form, or to provide any documentation requested on the Application Form, may lead to the application being rejected.
9. The trustees considering the applications to the Access Fund may interview any applicant to discuss any queries they may have in relation to information on the Application Form. Applicants will be given reasonable notice of the time and date of the interview. If an applicant is unable to attend an interview at a given date and time, two other dates for the interview should be offered to the applicant. Should an applicant fail to attend an interview, without reasonable excuse, it may lead to the application being rejected.
10. The decision of the trustees will be communicated to each applicant, in writing, by the end of the first week in the June preceding the academic year for which the application is being made.
11. Any complaints regarding the handling of the Access Fund Application Procedure, and any challenges to a decision made, should be addressed in writing to the chair of trustees within two weeks of the applicant receiving a decision letter from the trustees.

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