



St Martin's School
N O R T H W O O D

Parents' Handbook
Pre Prep
2023-24

Updated July 2023



St Martin's School
40 Moor Park Road
Northwood
Middlesex
HA6 2DJ

Email: office@stmartins.org.uk
Telephone 01923 825740

Dear Parents

In the normal day-to-day routines within a school it is often assumed that parents are fully aware of procedures. At St Martin's we feel that communication between the School and parents is of the utmost importance. A written guide, which can be used throughout your son's career with us, will enable you and the School to enjoy a positive working relationship for the benefit of your son.

The majority of the school policies can be found on our website – please [CLICK HERE](#) or from the School Office on request.

We hope that this booklet will help both new and current parents to answer the many questions you may have about the structure and running of the School. A great deal of research with boys, parents and staff has been done to prepare a thorough guide. If you have any suggestions or other information that should be included in future communications like this, please do let us know.

Yours sincerely

A handwritten signature in black ink that reads "Simon Dunn". The signature is written in a cursive style and is underlined with a single horizontal stroke.

Simon Dunn
Headmaster

Contents

Mission Statement.....	5
Key Contacts.....	6
Contacting the School.....	7
Absence.....	7
Illness.....	7
Late arrival at school or absence during part of a school day.....	8
Contact Details.....	8
Security and Visitors.....	9
Nursery: Structure and Curriculum.....	9
Pre-Prep: Structure and Curriculum.....	11
Beginning and End of School Day.....	12
Arrival at School.....	12
Collection from School.....	12
Before and After School Care Provision.....	13
Before School Care.....	13
After School Care.....	13
Communication with School.....	14
Reporting and Assessment - Nursery and Reception.....	16
Reporting and Assessment – Year One and Two.....	16
Lunch and Break times.....	16
Nursery and Pre Prep Uniform.....	18
School Outfitters.....	19
Summer Dress Code (Reception to Y2).....	19
Birthdays.....	19
Lost property.....	20
Toys.....	20
Pastoral Care.....	20
Circle Time.....	20
Rewards and Sanctions.....	20
Golden Time (Reception to Year 2).....	21
Pre-Prep After School Activities.....	21
Pre-Prep Music Tuition.....	21
Pre-Prep Homework.....	21
Friends of St Martin’s (FoSM).....	21
Accounting Information.....	22
Payment of Fee Accounts.....	22
Fees Refund Scheme.....	23
Nursery Education Grant.....	23

Childcare Vouchers / Tax Free Childcare.....	23
General	24
Inspections	24

Mission Statement

To provide boys, aged 3-13, with the breadth of education and experience for them to realise their full potential at school in a safe and friendly environment, and to be well prepared for future life.

Key Principles

The school to have a happy, friendly atmosphere as well as a fair, secure, disciplined framework for learning.

The boys to receive an all-round education to develop the whole person, by the provision of sporting, artistic, musical and academic opportunities.

The teaching to be of the highest quality, including the best of traditional and contemporary approaches, to enable the boys to fulfil their potential.

Communication between parents, headmaster, staff and boys to be of paramount importance at all stages of school life.

While preserving the fundamental Christian ethos of the school in its present multi-cultural mix, to cultivate respect and understanding of other faiths and cultures.

The buildings, facilities and resources to be of a high standard, safe and suitable for today's needs.

Good relations with the local community to be fostered and, where appropriate, joint projects to be developed and school facilities to be made available.

The pastoral care to underpin the moral ethos of the school by promoting the values of honesty, integrity, respect and humility.

Key Contacts

Headmaster	Mr S Dunn	headmaster@stmartins.org.uk
Assistant Head (Academic)	Mr C Stevens	cstevens@stmartins.org.uk
Assistant Head (Organisation & Compliance)	Mrs S Murray	smurray@stmartins.org.uk
Assistant Head (Pastoral) / DSL	Mrs C Oliver	coliver@stmartins.org.uk
Assistant Head / DDSL (Pre-Prep)	Mr R Steward	pphead@stmartins.org.uk
Bursar	Mrs A Curran	bursar@stmartins.org.uk
Nursery Teacher	Mrs N Rikhi	nrikhi@stmartins.org.uk
Deputy Head of Pre-Prep / DDSL	Miss C Pearson	cpearson@stmartins.org.uk
Designated Safeguarding Lead (DSL)	Mrs C Oliver	coliver@stmartins.org.uk
Head of Juniors	Mrs S Williams	swilliams@stmartins.org.uk
Head of Middles	Mr J Fussey	jfussey@stmartins.org.uk
Head of Seniors / DDSL	Mr M Bell	mbell@stmartins.org.uk
Director of Activities and Educational Visits Co-ordinator	Mr R Koya	rkoya@stmartins.org.uk
Head's PA and Registrar	Mrs G Robson	headpa@stmartins.org.uk
First Aid	Mrs M Solanki	firstaid@stmartins.org.uk
IT Manager	Mr R James	itsupport@stmartins.org.uk
IT Technician	Mr A Budhram	itsupport@stmartins.org.uk
Music Secretary	Mrs P Pandya	ppandya@stmartins.org.uk
School Office	Mrs L D'Urso and Mrs S Barber	office@stmartins.org.uk

Contacting the School

When phoning the school on 01923 825740 you will hear the following options:

Option 1	For Absence Reporting and First Aid
Option 2	For Mrs Robson, the Head's PA and Admissions Registrar
Option 3	For Mrs Pandya and all Music enquiries
Option 4	For IT Support
Option 5	For all Finance enquiries
Option 6	For the School Office and all other enquiries

The office staff are available between 8am and 5pm to answer any queries you may have. At all other times you can leave a message on the answerphone.

You can also email the school office: office@stmartins.org.uk

Please refer to the school website for a complete list of [Staff and Governors](#).

Mrs Robson is the Headmaster's PA and deals with appointments for the Headmaster and all admissions enquiries. She can be contacted by choosing Option 2 or via email headpa@stmartins.org.uk

Absence

To report your son's absence, please call and choose Option 1 or email absence@stmartins.org.uk no later than 8.30am with your son's name, form and the reason for his absence. For all absences an email should be sent to the form tutor upon return to School.

Should you need to take your son out of school during the day, please report to the Main Reception when you collect and return him.

For absences other than medical, permission should be sought from the Headmaster in writing. We ask parents to avoid removing their son from school during term time whenever possible. Absences for holidays in term time are recorded as unauthorised as term dates are published well in advance. The school has an Attendance Policy which is available on request. Please direct all requests to Mrs Robson, the Headmaster's PA in writing headpa@stmartins.org.uk

Illness

Please do not send your son into school if he feels unwell. He will struggle to cope with all the activities during the day and may spread illness to the other children in the

class. Children who have vomited, or had diarrhoea or a temperature, should remain at home for **a minimum of 48 hours** without continued symptoms.

In the event of your son being diagnosed with an infectious disease please inform the School by telephone or email with details of the infection.

If your son becomes unwell at school or has an accident he will be looked after by a member of staff who holds the Paediatric First Aid Qualification necessary to deal with medical issues relating to children in the Foundation Stage. A medication consent form may be obtained from Mrs Solanki and any medication must be discussed with a member of staff before administration.

It is expected that all boys who attend school should be fit enough to participate fully in all lessons and activities including swimming. If your child is returning to school after a period of illness a written note should be submitted if he is unable to take part in PE or swimming.

Late arrival at school or absence during part of a school day

Parents of boys arriving late for school are asked to report to the Main Reception on Moor Park Road to be signed in. A member of staff will then escort him to his classroom. If you need to collect your son for a medical appointment during the School day, please notify his form teacher in writing. You should then collect him from the Main Reception at the appropriate time, where he must report back if he returns after the appointment.

It is vital that these procedures are followed in case of fire or other emergency within the school.

Contact Details

You will be asked to complete a Pupil Information Form when you first join the school and annually thereafter. Please ensure that all details are up-to-date and that any changes are emailed to the School office as they happen e.g. change of address, email, telephone numbers. We do rely on this information should we need to contact parents in the case of illness or emergency. Letters and other communications are sent by email so it is very important that parents provide us with their email address and inform us of any changes.

There is also a checkbox to give permission for us include your son's photograph and first name in our internal and external publications and communications e.g. newsletters, local press, social media and display. If you do not wish your son to be included, we understand and respect your wishes. All information is used with reference to the School's Data Protection Policy.

Security and Visitors

All reasonable steps have been taken by the School to prevent unauthorised access to its premises. Parents are requested to co-operate with the School on security matters to help keep both the boys and staff safe. Parents must report to Reception in the Main School building when visiting the School for appointments or any other purpose. Here, they will be asked to sign in and wear a visitor's badge. Security at St Martin's is based on the vigilance of staff to challenge strangers and investigate any unusual activity.

Nursery: Structure and Curriculum

The Nursery consists of a qualified teacher, full-time and part-time teaching assistants. We also have a Learning Support teacher and specialist teachers for Sports.

Sample Structure of the Nursery Day

Time	
8.50am	Arrival Time
9.00am	Registration followed by Activities
10.45am	Milk and Fruit
11.00am	Activities
12.00pm	Morning Session Ends / Preparation for Lunch
12.15pm	Lunch
12.40pm	Activities
3.00pm	End of the Day

Curriculum

The Nursery follows the curriculum contained in The Statutory Framework for the Early Years Foundation Stage.

The boys in the Nursery and Reception follow the curriculum encompassing the 7 Areas of Learning and Development:

The 3 Prime Areas of Learning and Development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language Development

The 4 Specific Areas of Learning and Development:

- Literacy

- Mathematics
- Understanding the world
- Expressive Arts and Design

The boys are assessed in Nursery and Reception using EYFS Profiles and these form a basis for discussion during Parents' Evenings and writing reports.

Pre-Prep: Structure and Curriculum

Pre-Prep consists of three-year groups: Reception, Year 1 and Year 2.

The Pre-Prep benefits from a Learning Support teacher and specialist teachers for French, Swimming, Music, PE and Computing.

Sample Structure of the Pre-Prep Day

Time	Sample Structure of the Pre-Prep Day
8.30am	Arrival Time
8.50am	Registration
9.00am	Assembly
9.20am	Lessons
10.20am	Break
10.40am	Milk and Fruit
10.50am	Lessons
11.45am	Lunch
12.15pm	Break
12.45pm	Story Time
1pm	Registration
1.10pm	Phonics/Spelling
1.30pm	Lessons
3.15pm	End of Day for Reception
3.30pm	End of Day for Year 1 and 2

Curriculum

In the Pre-Prep we follow the curriculum contained in The Statutory Framework for the Early Years Foundation Stage and The National Curriculum for Key Stage 1.

The boys in the Nursery and Reception follow the curriculum encompassing the 7 Areas of Learning and Development:

The 3 Prime Areas of Learning and Development:

- Personal, Social and Emotional Development
- Physical Development
- Communication and Language Development

The 4 Specific Areas of Learning and Development:

- Literacy
- Mathematics
- Understanding the world
- Expressive Arts and Design

The boys are assessed in Nursery and Reception using EYFS Profiles and the secure learning platform 'Tapestry'. These form a basis for discussion during Parents' Evenings and Reports.

The boys in Year 1 and 2 follow the syllabus laid down in the National Curriculum for Key Stage 1. The Core subjects are English, Mathematics and Science. The Foundation subjects are Art and Design, Life Skills, Computing, Design and Technology, French, Geography, History, Music, Physical Education and Religious Education.

Beginning and End of School Day

Arrival at School

Both Nursery, Reception and Y1 boys use the gate at Kewferry Road to arrive at school; Y2 boys arrive at school via the Moor Park Road entrance.

- **Nursery** boys should arrive at School **between 8.50am and 9.00am** and be walked to the Early Years Outdoor area.
- **Pre-Prep** boys should arrive at school **between 8.30am and 8.50am** where a member of staff will greet them at the door.

The boys should arrive smartly dressed wearing the correct items of uniform. Parents should take care to park safely as this can be a busy road. We ask that you show consideration for our neighbours by leaving driveways clear.

Collection from School

Nursery boys can be collected at **3pm** from the Nursery classroom door or collected **at 12pm**, depending on the length of the boy's day.

Reception and Y1 staff will bring boys to the Kewferry Road gate at the end of the day at the following times: Reception at 3.15pm; Year 1 at 3.30pm. The Year 2 team will bring your son to the Moor Park Road entrance at 3.30pm.

If someone other than the usual person is collecting your son please let his class teacher know using the individual channels on 'Teams' or by email. We ask you where possible to avoid letting us know at the end of the day by telephone. Your assistance with this is appreciated.

Before and After School Care Provision

This is managed by Mrs Anne Arnold and consists of a team of qualified assistants. A charge is made by the hour to cover costs and includes a snack and drink. It operates in the Pre-Prep from 7.30am to 9.00am and then from 3.10pm to 6.00pm. Boys are able to take part in a range of practical activities.

If you wish to use this service for your son, please register him for the sessions you would like using the 'Schools Buddy' system. If there is any further information you would like about the facility, please contact the After School Care staff on weekdays between 3.00pm and 6.00pm on 07775 354101. Please note that the phone is not always answered immediately, and you may need to leave a voicemail message, however it is regularly checked and your call will be returned. Alternatively, you can email on asc@stmartins.org.uk

The **Before School and After School Care** service is ISI registered and is provided for the benefit of Nursery and Pre-Prep boys.

Before School Care

Boys attending this session may be dropped off between 7.30am and 8.15am each morning. The gate on Kewferry Road is open during this time for early drop off, but please note it is closed again at 8.15am.

Breakfast is not provided but boys may bring in a small snack to eat if required.

The charge is £7.00 per morning and is added in arrears to the termly invoice.

After School Care

After School Care is available from 3.10pm to 6.00pm each afternoon. Boys may be collected at any time during these hours. Children who have not been collected by 6.00pm and whose parents have not contacted us to notify us of the delay, will be cared for by a member of the Leadership team whilst we endeavour to contact the parents.

For those parents that require Before School or After School Care on an occasional basis, please note we require a minimum of 24 hours prior notice as the facility tends to be busy and places are quickly filled. Activities covered in the sessions are varied and include outdoor play, bike riding, short tennis, painting, creative craft work, ICT, board games and story time. Boys who stay later than 4.30pm are provided with refreshments which usually consists of sandwiches, fruit or yoghurt with a drink.

The charge for the After School Care service per session is as follows:

0-1 hours of care	£11.50
1-2 hours of care	£16.50
2-3 hours of care	£21.50

Please note if your child goes to an after school activity the 1st hour will start from the time they join the After School Care service.

This is added in arrears to the termly invoice.

In the interests of security please note:

Parents should notify the staff in writing if another adult will be collecting their child. If this is not possible please telephone 07775 354101 and speak to a member of the ASC team.

Please note: once your child is booked in before or after school care, 24 hours notice must be given before cancellation, otherwise you may still be charged.

Communication with School

Microsoft Teams

We use Microsoft Teams as a way of setting homework and communicating day to day information with parents. At the beginning of the year the class teacher will set up an individual channel which can be used for incidental conversations and sharing of individual concerns.

iSAMS

iSAMS is the main school Management Information System and is used for all general parent communications including letters emails and the weekly bulletin.

iSAMS Parents' Portal

The Parents' Portal is for accessing the school calendar and pupil's academic reports. You will be sent an activation email when you first join the school. Please use your own email and password to log into this site. If you have any problems, please contact the school office or IT Support (itsupport@stmartins.org.uk).

SchoolsBuddy

This system is used for booking Before and After School Care and Parent Consultations as well as other after school activities as your son moves up the school. You will be sent an activation email when you first join the school. Please use your own email and password to log into this site. If you have any problems, please contact the school office or IT Support.

EVOLVE

EVOLVE is the School's trips and Educational visits software and is used for communication regarding such trips. This is also where requests for consent to trips are managed.

Social Media & Flickr

The school is very active on Twitter, Instagram, Facebook and LinkedIn. We also have a school Flickr account where all school event photos are available for parents to view.

Reporting and Assessment - Nursery and Reception

Pupil attainment is continually monitored and we are happy to answer any questions you may have regarding your son's progress. We use 'Tapestry' to record and monitor your son's progress. Where appropriate, observations about your son's learning will be shared with you via this secure platform.

Parents' Consultations are held twice a year when there will be an opportunity to see your son's work and discuss his progress with both the teacher and teaching assistant.

Pupil progress reports are sent home at the end of each term.

If you or the school are concerned about your son's progress, we will involve our Learning Support specialist.

Reporting and Assessment – Year One and Two

Pupil attainment is continually monitored and we are happy to answer any questions you may have regarding your son's progress.

Parents' Consultations are held in November and March when there will be an opportunity to see your son's work and discuss his progress with both the teacher and teaching assistant. The Head of Pre-Prep is also available on these occasions.

Pupil progress reports are sent home at the end of each term.

If you or the school are concerned about your son's progress, we will involve our Learning Support specialist.

Lunch and Break times

We provide milk and fruit at morning break. If your son does not wish to drink milk, water will be provided. All boys should bring a sports top water bottle to school each day, this can be replenished at school where necessary.

The lunches at St Martin's are freshly cooked on the premises. There is always a vegetarian option and dietary needs are taken into consideration. The menu is on the website. We welcome your support in the teaching of good table manners at home.

During cold weather boys wear their blue, woollen hat at playtimes. This hat is worn on arrival at School in the morning and on dismissal at the end of the day.

During the Summer term, boys wear their sunhat during playtimes and outside activities. Sunhats are kept in the boys' trays. They can be purchased at a cost of £8 and this will be added to your termly bill in arrears. Do please remember to name them clearly in a script that your son can read for himself.

In anticipation of sunny weather, we would also like to remind you to apply long-lasting sunscreen to your son before arrival at school.

Nursery and Pre Prep Uniform

	Optional	Available from school outfitters	Available from School Office
NURSERY			
Coat, navy, embroidered with school logo		Yes	
Fleece, navy, embroidered with school logo		Yes	
Jog Bottoms, navy, embroidered with school logo		Yes	
Polo Shirt, white, embroidered with school logo		Yes	
Shorts, navy		Yes	
Navy Paddle Rain Suit		Yes	
White socks			
White trainers with Velcro fastening			
Scarf, Grey/Mint	Yes	Yes	
Sunhat, sky blue, embroidered with school logo			Yes
Woollen hat, navy, embroidered with school logo			Yes
Navy swimming trunks			
Towel for use after swimming			
Spare pair of underpants			
Blue book bag - issued in school			Yes
RECEPTION, YEAR 1 AND YEAR 2			
Navy Coat, embroidered with school logo		Yes	
Charcoal (Dark Grey) Trousers		Yes	
Shirt, white, long sleeved		Yes	
Tie, mint/navy striped		Yes	
Jumper, navy, embroidered with school logo		Yes	
Charcoal (Dark Grey) socks		Yes	
Black leather shoes with Velcro fastening			
Scarf, grey/mint	Yes	Yes	
Woollen hat, navy, embroidered with school logo	Yes		Yes
Book bag			Yes
Blue nylon paint overall for art		Yes	
Charcoal (Dark Grey) Shorts (Summer Term Only)	Yes	Yes	
Polo shirt, white, embroidered with logo (Summer Term Only)	Yes	Yes	

Sunhat, navy blue, embroidered with school logo	Yes		Yes
PE KIT			
Fleece, navy, embroidered with school logo		Yes	
Jog Bottoms, navy, embroidered with school logo		Yes	
White shorts		Yes	
White T shirt with logo (2 for Reception)		Yes	
White socks			
Navy swimming trunks			
Towel for use after swimming			
White Trainers (for indoor and outdoor use)		Yes	

All clothing must be clearly marked with name tapes.

All footwear should be clearly named, preferably on the inner heel/sole.

Name tapes should be sewn into the waistbands and collars.

School Outfitters

www.uniform4Kids.com

Pullens Northwood
50 High Street
Northwood
Middlesex
HA6 1BL
01923 840050

Pullens Stanmore
48-50 Church Road
Stanmore
Middlesex
HA7 4AH
0208 954 3850

Online: www.uniform4kids.com then select St Martin's School.

You can book an appointment via the website:

<https://www.uniform4kids.com/pages/book-an-appointment> at either Northwood or Stanmore branches.

Summer Dress Code (Reception to Y2)

For the summer term **only**, charcoal (Dark Grey) Shorts and Polo shirt, white, embroidered with logo should be worn.

Birthdays

We will celebrate your son's birthday with him in class. Please do not send cake into school. We are sure that you understand our reasons for this decision and appreciate your help in ensuring that the needs of children with allergies or dietary needs are fully

met. You may wish to send in an individually wrapped gift/treat to be handed out to the class at the end of the day which the boys can take home.

Lost property

Items of lost property are stored in a box in the Nursery and in a box under the table in the entrance to the Pre-Prep. Please help your son to look after his belongings by ensuring that all items are named.

Toys

Please do not send toys into school as boys may get upset if they become lost or damaged.

Pastoral Care

In the Nursery, boys are cared for by the Nursery teacher and the teaching assistants; in the Pre-Prep, each class of boys is cared for by a teacher and a teaching assistant.

All the staff are actively concerned for the boys and are always available for the boys should they need any support at any point during the day.

In Pre-Prep assemblies are held every day and aim to foster a strong moral code. They are as follows:

- Monday: Welcome Assembly
- Wednesday: WOW assembly
- Friday: Hymn Practice

We use assemblies to emphasise and explain our six Smart Qualities of risk taking, empathy, collaboration, curiosity, resilience and reflectiveness as well as reinforce British Values.

Circle Time

The SEAL (Social and Emotional Aspects of Learning) is incorporated during circle time. Aspects of behaviour and personal, emotional and social development are discussed amongst the group, sometimes with the use of puppets and follow-up activities linked to other curriculum areas. JIGSAW, our whole school Life Studies scheme is started in the Nursery.

Rewards and Sanctions

In Nursery we aim to develop the boys' social and emotional skills within a supportive and nurturing environment. The excellent staff ratio enables the boys to respect the

rules needed to keep them safe and happy. Praise and reassurance encourage a positive learning environment reinforced with rewards such as stickers.

In Pre-Prep, encouragement and praise are usually the best rewards and stars, stamps and stickers are used to reinforce achievements. Teachers may send a boy to receive a Headteacher's Award which recognises a boys outstanding achievement in his attainment or effort in his work.

Golden Time (Reception to Year 2)

This is a pleasurable time set aside each week when special and different activities take place. It is used to reward and sanction behaviour accordingly.

Pre-Prep After School Activities

A range of After School activities is available for boys from Reception to Year 2. There are activities run by outside providers such as Yoga, Gymnastics and Chess and those run by school staff such as Choir and Card Games. All activities are allocated fairly and are limited in the number of boys able to attend.

Pre-Prep Music Tuition

A variety of musical activities take place. All classes are taught by Music specialists. Instrumental lessons are available from Year 2; details are available from the Music secretary.

Pre-Prep Homework

Throughout the Pre-Prep, homework is set to reinforce and consolidate learning. Tasks are Literacy and Numeracy based or may involve some form of research surrounding the topic. It is set and collected using Microsoft Teams. There is no better activity, however, for developing curiosity in young minds than playing in the garden, getting muddy, cooking and enjoying friendships with playmates!

Friends of St Martin's (FoSM)

The Friends of St Martin's was formed in 1980 to provide opportunities for parents of the boys at the School and staff to meet together at social events. Profits raised are used to buy the special "extras" that help make life at St Martin's even more rewarding. FOSM has grown with the School over the years, but we like to think we still make the social aspect of our events our first priority, whilst ensuring the funds raised benefit all boys throughout the School.

The Friends of St Martin's is a Charitable Trust and organised by a committee comprising of parent and teacher representatives who meet twice each term. All St Martin's parents are members of FOSM and are eligible for nomination to the FOSM

committee. Nominations are generally made at the Annual General Meeting held at the beginning of each School year. In addition to membership of the committee, FOSM relies on a great deal of parental support and assistance at events and offers of help are always welcome.

FOSM aims to offer a wide variety of events for parents to suit every taste. We also arrange events with the boys in mind, with discos, film nights, balloon races and cake sales all providing great fun. The Christmas and Summer Fairs are events enjoyed by all the family and provide a good opportunity for as many people as possible to be involved in the different stalls and attractions.

Accounting Information

Each year a number of enquiries are made about the payment of bills and other accounting matters. Consequently, we have attempted to address some of the matters most frequently asked. These notes are meant as guidance and do not form part of your parent contract.

Payment of Fee Accounts

Fee bills are issued on or near the last day of each term and payment is due on or before the first day of each term.

Parents may wish to pay fees electronically into the School bank account at NatWest Bank, Northwood (account number 31815839 and sort code 60-15-30). Parents should use the Account number and Pupil number shown on the invoice as a reference for all transactions.

We also offer 2 direct debit payment options, neither of which attract any charges:

- The first is to pay the school fees evenly over the year with each term's fees being paid in 4 equal monthly instalments. Autumn Term : 4 x monthly payments (Early September, October, November, December), Spring Term: (Early January, February, March, April), Summer Term: (Early May, June, July, August)
- We also allow parents to pay by direct debit on a termly basis paying the whole term's fee as a single instalment at the beginning of each term.

Any enquiries regarding the direct debit scheme should be addressed to the Bursar's Office.

The only way to pay by instalments is via the direct debit scheme outlined above.

Payment of School fees by credit or debit card is not available due to the processing costs.

Late payment will incur an interest charge, which is 2% of the total balance outstanding calculated on a daily basis. Interest will continue to accrue until cleared funds are

received by the School. Please note that we cannot make any allowance for delays in the postal service.

Fees Refund Scheme

Parents may choose to enrol in the School Fees Refund Scheme operated by [Marsh Insurance](#). This will refund fees if your son is absent from school because of sickness or injury. This operates on an "opt in" basis, and further details may be obtained from the Bursary or Reception and in new joiner information packs.

Once a parent has opted into the scheme the premium will be added to each termly bill. Membership of the scheme will continue until notice to leave is received in writing. Should a parent wish to make a claim against the scheme they should complete the claim form and return it with the relevant supporting information. The School then forwards this to Marsh, and when the claim is agreed and funds received from Marsh, a credit is applied to your son's account.

Parents should note that the insurance contract is between the School and the insurers. All requests, therefore, to join or leave the scheme, should be made to the School.

Nursery Education Grant

The School is a registered provider of Early Years education for the universal 15 hours a week funding, in accordance with DfE Guidance, by the Local Education Authority (Hillingdon) for 3 and 4 year olds. Each term Hillingdon provides the School with date of birth criteria for eligible boys. The School submits the names and addresses of those boys falling within the criteria and receives the funding.

The School will automatically apply for this funding on your behalf and add this discount to your bill but you are required to complete the Parent agreement form for the free entitlements.

Funding is available up to and including the term in which your son turns 5 years old.

Regrettably, the School is unable to offer the additional 15 hours, as it cannot fulfil the criteria for the 30 hour funding.

The funding does not affect your parent contract with the School and fees remain payable in full on or before the first day of term.

Parents should note that the School is permitted to make an administration charge taken from this funding.

Childcare Vouchers / Tax Free Childcare

A number of employers operate salary offset schemes to provide their employees with tax free childcare vouchers. The School accepts these vouchers from all the main

providers. The Government closed the Childcare Vouchers scheme to new entrants on 4th October 2018 and introduced Tax Free Childcare. Parents already on the voucher schemes before this date can continue to use Childcare Vouchers and all other parents can apply for Tax Free Childcare. For more information, visit <https://www.childcarechoices.gov.uk/how-to-use-tax-free-childcare/>

You may use the money to pay for your school fees up to and including the term in which your son turns 5 years old. In general, this means Nursery and Reception fees but not Pre-Prep or Main School fees. They may also be used for any after school care or breakfast club provision shown on your School bill throughout your son's time at the School and for Smart Camp. The vouchers, which are usually paid to you monthly, cannot be used as instalment payments for your fees account which remains payable in accordance with the terms of the parent contract on or before the first day of term. You may, however, pay the vouchers to the School in advance as a credit for the following term's bill.

General

If parents have questions about any items that appear on their bill, they should contact the Bursar's office as soon as possible. Payment of the bill should not be withheld because of such an enquiry. The bill should be paid in full by the due date and if you are owed a refund a cheque will be posted to you or a credit placed your fee account for the next term's bill.

If parents are experiencing difficulty in paying an invoice, they should contact the Bursar at the earliest opportunity. Such action will help prevent the issue of unnecessary reminder letters.

Should you have any queries on matters relating to finance please contact the Bursar's office as indicated below.

Bursar	Mrs Curran	bursar@stmartins.org.uk	01923 821006
Assistant Bursar	Miss Lakhani	accounts@stmartins.org.uk	

Inspections

The School is inspected by ISI and details of the last Inspection are available on www.isi.net