



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

Parents' Handbook
Pre-Prep
2025-26

Updated July 2025

Contents

Introduction	4
Mission Statement.....	4
Key Contacts	5
Leadership Team	5
Management Team	5
Safeguarding at St Martin's	7
Contacting the School.....	8
Absence	8
Reporting Unplanned Absences (e.g. illness or emergency medical appointments).....	8
Leaving School During the Day.....	8
Planned Absences (e.g. medical appointments, music exams, holidays).....	8
Illness	9
Sun Screen	9
Late arrival at school or absence during part of a school day.....	9
Contact Details	9
Security and Visitors	10
Structure of Pre-Prep.....	11
Early Start and Nursery: Structure and Curriculum.....	11
Beginning and End of School Day.....	13
Arrival at School	13
Collection from School	13
Wraparound Care.....	14
Shuttle bus to and from Northwood College	14
Communication with School.....	15
Reporting and Assessment – Early Years.....	15
Reporting and Assessment – Year One and Two	16
Lunch and Break times	16
Nursery and Pre-Prep Uniform	17
School Outfitters.....	18
Summer Dress Code (Reception to Year Two).....	18
Birthdays.....	18
Lost property	18

Toys.....	18
Pastoral Care	19
Circle Time	19
Rewards and Sanctions	19
Golden Time (Year One to Year Two).....	19
Pre-Prep After School Activities.....	19
Pre-Prep Music Tuition.....	20
Pre-Prep Homework.....	20
Friends of St Martin’s (FoSM).....	20
Accounting Information.....	20
Payment of Fee Accounts	20
Fees Refund Scheme	21
Free Early Years Education Entitlement.....	21
Childcare Vouchers / Tax Free Childcare	22
General.....	22
Inspections.....	23

Introduction

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.

All our school policies can be found on our website – please [CLICK HERE](#).

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.

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.

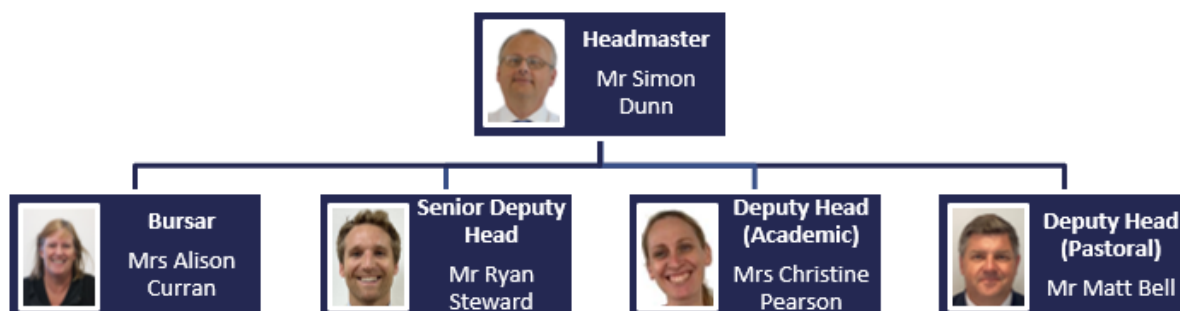
The buildings, facilities and resources to be of a high standard, safe and suitable for today's needs.

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.

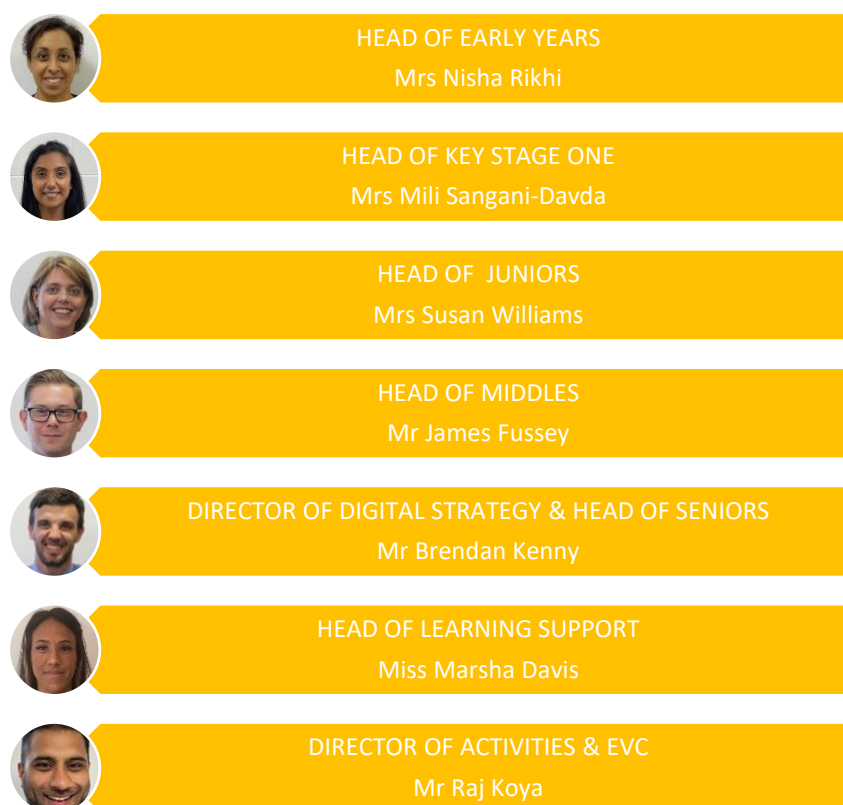
Key Contacts

Leadership Team



Management Team

The Management Team is comprised of the Leadership Team, Heads of Section, Head of Learning Support, the Director of Digital Strategy, Deputy Head of Pre-Prep and the Director of Activities.



Headmaster	Mr Simon Dunn	headmaster@stmartins.org.uk
Bursar	Mrs Alison Curran	bursar@stmartins.org.uk
Senior Deputy Head	Mr Ryan Steward	rsteward@stmartins.org.uk
Deputy Head (Academic)	Mrs Christine Pearson	cpearson@stmartins.org.uk
Deputy Head (Pastoral) & Designated Safeguarding Lead (DSL)	Mr Matt Bell	mbell@stmartins.org.uk safeguarding@stmartins.org.uk
DDSL	Mr Ryan Steward Miss Christine Pearson	safeguarding@stmartins.org.uk
Head of Early Years	Mrs Nisha Rikhi	nrikhi@stmartins.org.uk
Head of Key Stage One	Mrs Mili Sangani-Davda	msangani-davda@stmartins.org.uk
Head of Juniors	Mrs Susan Williams	swilliams@stmartins.org.uk
Head of Middles	Mr James Fussey	jfussey@stmartins.org.uk
Director of Digital Strategy / Head of Seniors	Mr Brendan Kenny	bkenny@stmartins.org.uk
Head of Learning Support	Miss Marsha Davis	mdavis@stmartins.org.uk
Director of Activities & EVC	Mr Raj Koya	rkoya@stmartins.org.uk
Director of Marketing & Admissions	Mrs Chloe Pestell	cpestell@stmartins.org.uk
Head's PA and Registrar	Mrs Gill Robson	headpa@stmartins.org.uk
Assistant Bursar	Miss Neha Lakhani	nlakhani@stmartins.org.uk
First Aid	Mrs Maya Solanki Miss Donna Anderson	firstaid@stmartins.org.uk
IT Manager	Mr Richard James	itsupport@stmartins.org.uk
IT Technician	Mr Adrian Budhram	itsupport@stmartins.org.uk
Music Secretary	Mrs Paru Pandya	ppandya@stmartins.org.uk
Office Manager	Mrs Lorraine D'Urso	ldurso@stmartins.org.uk office@stmartins.org.uk
Finance Assistant & School Secretary	Mrs Sarah Barber	sbarber@stmartins.org.uk office@stmartins.org.uk

Safeguarding at St Martin's



The school has a duty to consider at all times the best interests of the pupil and take action to enable all pupils to achieve the best outcomes. Safeguarding and promoting the welfare of children is everyone's responsibility. If you have a concern, please contact a member of the Safeguarding Team safeguarding@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 8.00am and 5.00pm 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 ensure accurate attendance records and student safety, it is essential that all absences are reported to the school promptly.

Reporting Unplanned Absences (e.g. illness or emergency medical appointments)

If your son is absent **today** or you know he will be absent **tomorrow** (reporting after 5:00 PM), please report it using one of the following methods:

- **Online:** Complete the Absence Report Form and select **Unplanned Absence**.
- **Phone:** Call the school on **01923 825740** and select **Option 1**.
- **Email:** Send details to absence@stmartins.org.uk.

Please include:

- Your son's **full name**
- His **form**
- The **reason** for the absence

Leaving School During the Day

If your son needs to leave school during the day, please report to **Main Reception** when collecting and returning him.

Planned Absences (e.g. medical appointments, music exams, holidays)

For any planned future absences, permission must be requested in advance:

- Use the same Absence Report Form and select **Planned Absence**.
- Provide full details of the reason and dates.

The form is also accessible via the **Parent Portal**.

Please note: We strongly encourage families to avoid taking holidays during term time. Such absences are recorded as **unauthorised**, as term dates are published well in advance.

For more information, our Attendance Policy is available upon request.

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. A medication consent form may be obtained from First Aid 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.

Sun Screen

On sunnier days, we kindly ask that you apply a long-lasting sunscreen to your child before they arrive at school. This helps ensure they stay protected during outdoor activities throughout the day.

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

Parents of boys arriving late for school may still enter via the Kewferry Road gate up to 9.15am. After this time parents 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

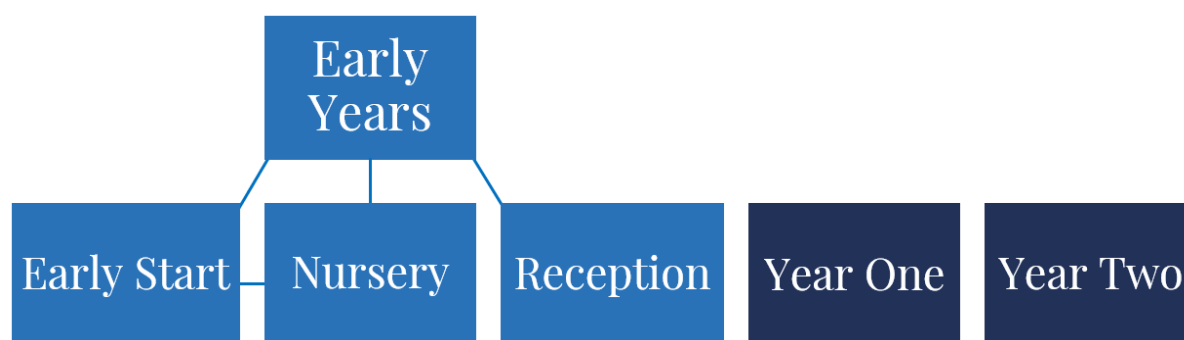
in the case of illness or emergency. Letters and other communications are sent by email so it is very important that parents provide us with their email address and inform us of any changes.

There is also a Media Consent form that will enable you to give permission for us include your son's photograph and first name only 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.

Structure of Pre-Prep



Early Start and Nursery: Structure and Curriculum

The Nursery consists of a qualified teacher, full-time and part-time nursery practitioners. We also have a Learning Support teacher and specialist teachers for French, Music, PE and Swimming.

Sample Structure of the Nursery Day

Time	
8.00am	Wraparound Care
8.50am	Registration
9.00am	Assembly
9.20am	Phonics
10.40am	Independent Learning
11.30am	Maths
12.30pm	Lunch
1.00pm	Registration
1.10pm	Story Time
1.30pm	Independent Learning
2.00pm	Fine Motor Skills
3.00pm	End of Curriculum Day
	Wraparound Care

The boys are assessed in our Early Years using the statutory framework and this forms the basis for discussion during Parents' Evenings and termly reports.

Sample Structure of the Pre-Prep Day

Time	
8.00am	Wraparound Care
8.50am	Registration
9.00am	Assembly
9.20am	Lessons
10.20am	Break
10.40am	Lessons
11.45am	Lunch
12.15pm	Break
12.45pm	Story Time
1.00pm	Registration
1.10pm	Phonics/Spelling
1.30pm	Lessons
3.15pm	End of Curriculum Day for Reception
3.30pm	End of Curriculum Day for Year One and Two
	Wraparound Care

Curriculum

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 One and Two work above the national expectations as outlined 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

All pupils enter the school via the Kewferry Road gate.

Pupils may arrive at school from 8.00am where a member of staff will be there to greet them. Registration takes place at 8.50am, therefore all boys need to be in school by then.

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 from **3.00pm** at the Nursery classroom door or collected at **12.00pm or 1.15pm**, depending on the agreed length of the boy's day.

- **Reception** boys can be collected from **3.15pm** at the classroom door.
- **Year One and Year Two** boys can be collected from **3.30pm** from the classroom door.

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.

Wraparound Care

Before and after school care is available for all pupils from 8:00am to 5:00pm (afternoon snack included) at no additional cost. This means you can drop off slightly earlier or collect slightly later without incurring extra charges.

In addition, the following chargeable activities are also available:

- Breakfast Club will continue to run from 7:30am to 8:00am
- After School Care will also be available from 5:00pm to 6:00pm, and should you wish, a hot tea will also be provided at a small additional cost.

Parents are encouraged to pre-determine their needs at the start of each term and advise the school in advance of their requirements, (e.g. breakfast on five days per week, 5-6pm on three days, or a combination of days that suits your needs).

Discounted rates are built into the fees for bookings which are made in advance and this will be charged ahead of the relevant term.

[Wrap Around Care - St Martin's Preparatory School | Northwood | Middlesex \(stmartins.org.uk\)](http://stmartins.org.uk)

In the interests of security please note:

Parents should notify the staff in advance 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.

Shuttle bus to and from Northwood College

We operate a shuttle bus service between Northwood College and St Martin's School, available to all boys from **Year 2 and above**. This arrangement is particularly convenient for families with daughters at Northwood College, as it allows for a single drop-off and pick-up location.

If you would like to use this service, please ensure you book your son's place via Schools Buddy. The shuttle departs from **Northwood College at 8:15 am** and leaves **St Martin's promptly at 4:00 pm**.

Please note: If your son is taking part in a fixture or after-school activity, you will need to make alternative collection arrangements, as the shuttle cannot wait for him to finish.

Communication with School

Microsoft Teams

We use Microsoft Teams as a way of setting homework and communicating day to day information with parents. Within the first week of the new academic 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

The school is very active on Instagram, Facebook and LinkedIn.

Tapestry

Tapestry is an online platform used as a digital learning journal to document your child's progress and development. Parents will be required to give their consent in order that the school can create and share a Tapestry account for their child, allowing them to access and contribute to their child's learning.

Reporting and Assessment – Early Years

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 in the first half of both the Autumn and Spring terms when there will be an opportunity to see your son's work and discuss his progress with the teacher. The Head of Pre-Prep is also available on these occasions.

Pupil progress reports are sent home at the end of the Autumn and Spring term. In the Summer term reports will be published at least ten days before the end of term in line with the Early Years Statutory Framework.

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 the first half of both the Autumn and Spring terms twice a year when there will be an opportunity to see your son's work and discuss his progress with the 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 will be available for parents to view on the parent portal. 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 from the School Office and the cost 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.

Nursery and Pre-Prep Uniform

	Optional	Available from school outfitters	Available from School Office
EARLY START AND 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	
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 ONE AND YEAR TWO			
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
Charcoal (Dark Grey) Shorts (Summer Term)	Yes	Yes	
Polo shirt, white, embroidered with logo (Summer Term – October half term)		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.

All pupils are expected to wear the official St Martin's uniform. Shorts and t-shirts must be the correct items featuring the school logo. Branded or alternative clothing is not permitted unless agreed by the section leader or club provider.

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 Year Two)

For the summer term until October half term **only**, charcoal (Dark Grey) shorts and polo shirt, white, embroidered with logo can be worn.

Birthdays

We will celebrate your sons birthday with him in assembly on a Wednesday afternoon. 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 need of children with allergies or dietary needs are fully met.

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. Boys should have a maximum of one key ring on their book bag.

Pastoral Care

In the Nursery, boys are cared for by the Nursery teacher and practitioners. In the rest of 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:

- 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 Early Years 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 Year 1 and 2, 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 (Year One to Year Two)

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 Two. 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 Two; 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 shortly after the last day of each term and payment is due on or before the first day of each term.

Payments should be made electronically into the school's bank account:

Account name: St Martins School

Account number: 31815839

Sort code: 60-15-30

Reference: Account number and Pupil number shown on the invoice

Bank name: NatWest

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

- The first is to pay the school bill evenly over the year with each term's fees being paid in 4 equal monthly instalments. Autumn Term: 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 bill 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% a year above the base rate of the outstanding balance, 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, must be made to the school.

Free Early Years Education Entitlement

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 deduct an administration charge 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, where the Government tops up £2 for every £8 paid by parents up to a maximum of £2,000 per child per year. 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 credit will be placed your fee account for the next term's bill, or a cheque will be posted to you if it's your final 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	01923 825740

Inspections

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