

# The Pier Head Preparatory Montessori School

3 Shadwell Pier Head, Glamis Road, Wapping, London, E1W 3TD

[TEL:02074810202](tel:02074810202)

EMAIL:[thepierheadprep@yahoo.co.uk](mailto:thepierheadprep@yahoo.co.uk)



## Terms and conditions contract

There is an initial registration fee (non- refundable) and a deposit of £700 payable on acceptance of a place. Schools fees are payable at the beginning of each term or at the beginning of the month every three months. School fees are to be paid either by bank transfer and/or childcare vouchers, or by cheque. Fees are due by the first day of each term without fail. Failure to pay fees on time will result in the loss of your child's place and loss of all fees paid.

Please note if fees are to be paid by cheque they should be with The Pier Head Preparatory School at least a week before to allow for clearance time.

Fees received later than the first day of term will result in a charge of £25 for dishonoured cheque's will incur a charge of £15

## Starting Mid Term

If you start midterm you will be charged the full fee.

## Late Fees

Parents who arrive later than the agreed departure of their children will be charged a late fee of £5 for every ten minutes that you are late. You should arrive to school on time to avoid disturbing classes.

## School Year

The school is open for 48 weeks of the year closing for two weeks over Christmas and all bank holidays. Please confirm all year attendance or term time

## Notice of leaving

A notice period of one school term is required in writing. Parents that do not give one school terms notice will be charged the full terms fee for the following term minus the deposit. If you break this contract you will be liable for all outstanding fees. Failing to pay will affect your credit rating.

## Deposit

A deposit of £700 is required. The deposit will be refunded when the required notice of leaving is given. After paying a deposit, if you decided you no longer wishes to join us then the deposit is not refundable. Deposits should be claimed back after three weeks of leaving the school.

## Sessions

Children's designated sessions cannot be changed until a place becomes available in the required session. Requests for change of sessions must be put in writing. A terms notice is required for change of sessions.

## Messages

All messages should be put in writing and handed to staff

If we feel the child is not ready for a Montessori education we will revoke their space and ask you to join us at a later date.

Name of Parent/Guardian: ..... Sign: .....

Date: ..... Name of child.....