



St. Julian's School

Dear Parents,

Please find the enclosed information about the fees for St. Julian's School for the year 2008/2009, along with the notes of guidance that follow.

Should you require further information, or clarification of the notes below, please do not hesitate to contact us.

David Smith
Headmaster

NOTES OF GUIDANCE TO PARENTS 2008/2009

These notes are intended to clarify the fees and methods of payment for the school year. Parents are reminded that should they have any questions about payment, we are only too pleased to try to answer them. It is our aim to be as helpful as possible in our financial matters.

1. Registration

When you wish a child to enter the school, we ask you to complete an application form, and to return it with the registration fee. Your child's application will be placed on a waiting list and we will contact you when a place becomes available, to arrange an interview. This fee covers initial costs and is only returned if the child does not eventually gain a place at St Julian's.

2. Capital Levy

Once the child has been offered a place at the school, a one off fee is charged.

3. Returnable Deposit (Secondary School only at present)

This deposit will be returned when the student leaves, provided a term's notice has been given in writing (except Yr. 13), there are no outstanding debts and all school properties such as textbooks and library books have been returned. Loss of keys or students card will also result in a deduction from the deposit.

4. Tuition

These fees are the main annual costs. They are fixed before the end of the Spring Term each year, and run from September to June. It is important to note that a term's notice must be given in writing to the Headmaster, before a child is removed from the school, or a term's fees will be charged in lieu of notice. This allows for the fact that it is difficult to fill vacancies at short notice, and we have budgeted for students who are no longer present.

A discount of 15% of fees is made for the third child in a family, and a further 10% for each subsequent child.

These fees should cover all visits arranged as part of the curriculum, but not international travel or optional activities. There will be no extra charge for our publications, a set of individual school photographs, planners, or school bags.

5. EAL and SEN

St. Julian's may charge additional fees to those parents whose children require support in English as an Additional Language, or specific Special Educational Needs. A separate schedule of fees will be published for such parents when these needs are identified.

6. School Lunches

Parents should inform the school by the end of the Summer Term as to whether or not children will be taking lunches next year.

If you opt to have lunches, these need to be ordered for the full term, and there is a refund only where absence through illness lasts for at least five consecutive days. Changes for subsequent terms need to be notified by the end of November and February respectively.

When students first enter the school, they may use tickets for the first term, so that they can try the meals. These are sold daily, or in blocks of 20.

7. Personal Accident Insurance

This compulsory insurance is paid annually for each pupil, and is included in the first bill. The premium, currently € 60.00, is negotiated with our insurers on an annual basis, taking into consideration the coverage and the number of claims in the previous year. The coverage runs from September to August.

We advise parents to consider providing additional insurance themselves to supplement this basic provision.

Any accident must be reported to the School Nurse, who will liaise with Administration. They will then forward the relevant documents to the insurers within the legal deadlines. Reimbursements to parents will be processed via the school after receiving payment from Insurance company, which usually takes an average of two months. Guarantees: Death: 5.000 euros; Permanent Disability: 37.500 euros; Medical expenses and repatriation: 7.500 euros.

8. Examinations

External Examinations are taken in Years 6, 9, 10, 11 (GCSE), 12 and 13 (IB).

The teachers in charge will inform parents of the dates for these examinations and respective costs. These costs are usually added to the 2nd term bill.

These costs include an external component, equivalent to what the school pays to the Examination Authorities/Universities, and an internal component covering administrative costs, like mail, faxes, telephone calls and invigilation.

Per capita and examination costs charged by the International Baccalaureate Organisation are payable before the start of the sixth term and before the final examinations can be taken.

Re-marking of exams will be charged separately and paid in advance. When the re-marking has benefited the student, the amount paid will be refunded.

9. Former Pupils' Association

Students in the last year of the Portuguese or English curriculum are charged a membership fee to join the Former Pupils' Association. The Association sets this amount, and payment is optional. It is included in the last term's invoice and accompanied by a covering letter from the FPA.

10. Invoicing and Payment of Fees

Bills are normally issued termly, in the second week of August, December and March for the following term. You may request (in writing) an annual invoice, which will be issued in August. We offer three different payment arrangements:

(a) **Annual payments**, by the 3rd September, which will carry a discount of 2%, on the 2nd and 3rd term.

(b) **Termly payments**, by the 3rd September, 5th January and 20th April.

Late payments, made after the 15th of the first month of each term, will incur a penalty charge of 4%.

(c) **Monthly payments**, which will carry a 4% surcharge based on the outstanding balance by the 15th of each month

If parents have any difficulties arising from these fee procedures, they should contact the Headmaster.

The actual payments can be made by

(a) Bank transfer (please request a form or Bank details from school.)

(b) Cheque (with the pupil's name, year and form and invoice number on the back)

(c) Multibanco (School office)

Parents are kindly requested to keep all receipts issued by the school for tax return purposes. We are unable to issue duplicates of receipts.

11. International Baccalaureate Fees

Two Year IB Programme

The IB Programme involves a teaching commitment of five terms. The sixth term is almost wholly given over to examinations. In order to enable parents to be clear as to their total commitment over the two years, and also to provide for a more logical payment schedule, a fee for the entire Two Year IB Programme (Years 12 and 13) is set at the start of each academic year.

The tuition fee is payable in five instalments, three for Year 12 and two for Year 13, as outlined in the fee schedule. Per capita and examination costs charged by the International Baccalaureate Organisation are payable before the start of the sixth term and before the final exams can be taken.

Three Year IB Programme

The first year fee is the same as that of Year 11. The final two years' fee will be the same as that of the Two Year IB Programme.

12. Scholarships

Academic Scholarships are awarded to the individual students whose academic achievements are highest in Key Stages 3 & 4.