

## ADMISSION TO ST TERESA'S PREP SCHOOL 2018–19

The start of the Admissions process is a pupil's registration for entry into the school. This consists of completing a Registration Form and paying the non-refundable Registration Fee and should be done after the first visit and before the Welcome Day.

The first visit involves a meeting with the Prep Headteacher and a tour of the school. Next, each child is invited to spend a Welcome Day or Taster Session in school as outlined below. At this time, a report will be requested from the pupil's present school.

### Pre-Reception and Reception

Pre-Reception and Reception children spend a one hour Taster Session in the Pre-Prep department and are observed playing and socialising with their peers. Entry is on a first come-first served basis. Girls joining our Pre-Reception class are expected to continue their Prep School education at St Teresa's and are guaranteed entry into our Reception class and the rest of the school providing they meet the requirements of our Admissions Policy.

### Lower Prep (Years 1&2)

Girls seeking a place in our Lower Prep spend a Welcome Day at the Prep School. This gives them the opportunity to meet their peers and the class teacher and provides us with the opportunity to observe them in situ. At this time the girls' literacy and numeracy skills are assessed informally through classroom activities.

### Upper Prep (Years 3–6)

Girls seeking a place in Years 3 and 4 spend a Welcome Day at the Prep School and are assessed informally as outlined above. Girls seeking a place in Years 5 and 6 are also invited in for a Welcome Day but are given more formal assessments in English and Mathematics during their day. We ensure that they are given an opportunity to socialise with their peers, have lunch and enjoy other classroom and social activities.

There will be an opportunity on the Welcome Day to meet the Prep Headteacher who would also expect to have viewed the child's most recent school report (and other educational/medical reports where appropriate) prior to the Welcome Day.

### Acceptance

On acceptance of a place, parents are asked to complete a Form of Acceptance and pay a deposit which is refundable when the pupil leaves the school.

### Fee Reductions

A 10% sibling discount will be applied to the younger child/children from Reception upwards when two or more children are at St Teresa's. Any bursaries will be applied after the sibling discount.

### School Admissions Contact

Forms are available to download from our website ([www.st-teresas.com](http://www.st-teresas.com)) or from Annabel Charles, Admissions Registrar, on 01372 750204 or by email to [a.charles@st-teresas.com](mailto:a.charles@st-teresas.com)

Please see overleaf

# TERMLY FEES ACADEMIC YEAR 2018–2019

Fees are per term unless indicated otherwise

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## ST TERESA'S EFFINGHAM PRE-PREP PUPILS

<b>Pre-Reception (3+ to 4+ years):</b> Per morning including lunch and snack (8am to 12.30pm) . . . . .	£395
Five sessions (five mornings or two full days and one morning) . . . . .	£1,900
Per full day including lunch and snack (8am to 3.45pm) . . . . .	£680
Five full days including lunch and snack (8am to 3.45pm) . . . . .	£3,200
Per extended day including lunch, snack and a light tea (8am to 6pm) . . . . .	£795
Five extended days including lunch, snack and a light tea (8am to 6pm) . . . . .	£3,975
<b>Reception (4+ to 5+ years)</b> . . . . .	£2,985

All fees include specialist teaching (Forest School, Ballet, Drama, French, Music, PE, Swimming) which takes place at different times throughout the week.

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## ST TERESA'S EFFINGHAM PREPARATORY PUPILS

<b>Years 1 and 2 (5+ to 7+ years)</b> . . . . .	£3,340
<b>Years 3 and 4 (7+ to 9+ years)</b> . . . . .	£4,320
<b>Years 5 and 6 (9+ to 11+ years)</b> . . . . .	£4,630
Weekly Boarding (Sunday pm to Friday pm) . . . . .	£8,100
Full Boarding . . . . .	£9,100
Flexi Boarding (subject to availability) . . . . .	£48 per night

All fees include a mid-morning snack and full day fees also include lunch.

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## EXTRAS

**Note:** Parents will be asked to give written consent for these extras.

Dancing	Tap or Modern (Year 3 to Year 6) . . . . .	£85
Music	Individual Lessons (Payable direct to visiting music teachers) . . . . .	Available on request
	Singing (Payable direct to visiting music teachers) . . . . .	Available on request
	Instrumental lessons (Payable direct to visiting music teachers) . . . . .	Available on request
	Hire of Instrument . . . . .	Available on request
	Judo, Gymnastics, Scuba Diving . . . . .	Available on request
	Drama (L.A.M.D.A.) (Year 1 to Year 6) . . . . .	£135
	Tennis/Horse Riding Individual/Group Lessons . . . . .	Available on request
	Learning Support – per period . . . . .	£30 for 30 mins, £40 for 40 mins, £60 for 60 mins

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## TRANSPORT

Return fare:	West Horsley Service (mornings only) . . . . .	£105
	Zone 1 . . . . .	£200
	Zone 2 . . . . .	£495
	Zone 3 . . . . .	£545
	Zone 4 . . . . .	£555

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**REGISTRATION** All applications must be accompanied by a registration fee of £75. This fee is non-returnable.

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## DEPOSIT

On acceptance, parents are required to pay a deposit as follows:

Day Girls . . . . .	£500
Boarders from EU Countries . . . . .	£1,500
Boarders from outside the EU . . . . .	£9,100

This deposit will be held as collateral against expenses incurred during their child's final term at the school (i.e. it will be offset against the final incidentals account and a refund will be made where applicable).

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## PAYMENT OF FEES

Payment both for fees and the previous term's extras are due on the first day of each term, unless the monthly instalment payment system has been previously agreed. Interest of 8% per annum will be charged on amounts overdue. It should be noted that acceptance of a place constitutes an agreement to pay fees due on or before the first day of each term.

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## WITHDRAWAL OF PUPILS

A full term's notice **in writing** to the Headteacher, is required before a pupil is removed from the School, failing which a full term's fees are payable in lieu. Similar notice is required if there is to be any other change in status e.g. if boarding, music tuition, transport or other extra is to be discontinued, failing which a full term's fees are payable.