



BARNARD CASTLE SCHOOL

Trinity Term 2024

Dear Parents and Guardians

Payment of Fees by Direct Debit

The School offers the facility to pay school fees and extras by direct debit.

The scheme operates over 10 months and instalments are collected on the first working day each month from August until May. Alternative collection dates are available if preferred.

Extras incurred during each term can be paid directly to school, or can be debited together with the fee direct debit at the start of the appropriate term: -

| <u>Termly Invoice</u> | <u>Date on which extras collected</u> |
|--|---------------------------------------|
| Michaelmas fee invoice (issued at the start of the summer holiday) | Tuesday 1st October 2024 |
| Lent fee invoice (issued at the start of the Christmas holiday) | Monday 3rd February 2025 |
| Trinity fee invoice (issued at the start of the Easter holiday) | Thursday 1st May 2025 |

A payment schedule will be sent to parents before any direct debit collections are made, detailing amounts and dates of any payments.

The scheme is also only available to UK bank current accounts.

Parents will still receive the usual termly bills which will be for information only, particularly with respect to the amount due as extras on each bill.

Parents currently paying by direct debit need take no further action. Parents **not** currently paying by direct debit and who wish to join the scheme for the academic year 2024/25 should return a signed original Direct Debit Mandate form to the Accounts Office by **Friday 5th July 2024**. You will then be sent further details during July.

Should you have any queries, please contact Ginny Harrison in the Accounts office on 01833 696002 or fees@barneyschool.org.uk

Yours faithfully

BURSAR AND CLERK TO THE GOVERNORS | SUZANNE METCALF
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