



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

The Bursar & Clerk to the Governors  
M A King Bsc

1 May 2016

Dear Parent(s)

## **BURSARIAL MATTERS**

Your first invoice will be sent to you in July and will be collected by Direct Debit unless a specific alternative agreement has been made in advance. The standard agreement is that we accept Direct Debit payments in one instalment at the beginning of each term. Payment will usually be taken on the first working day of September, January and April or May (depending on Summer Term dates).

By special agreement, a particular term's fees may be paid by Direct Debit in three equal instalments throughout the term. No additional charges are made for this payment method. Payment dates and terms of this special agreement will be set out in a termly letter, which will be sent to you with your invoice along with a separate set of invoice terms and conditions. Please note that this special agreement is offered entirely at the School's discretion - we reserve the right to withdraw or amend the terms on which the payments by Direct Debit are made by giving you notice in writing before the beginning of a new School term. No agreement to accept payment on deferred terms will be valid unless it provides for no more than four payments within a 12-month period.

On your son's first day we shall take a biometric scan of his finger to enable access to the School and to the Dining Hall at lunchtimes. The system uses an image of the finger to create a mathematical algorithm and then discards the fingerprint with only a number being retained. If you require any further information about this system, please feel free to contact me.

Additions may be made to your bill to cover additional items such as individual music lessons. You will be notified in advance of any changes to your Direct Debit payments. Invoices and Direct Debit schedules are sent out from the School via email.

Fees for the academic year 2016/2017 will be £6,125.00 per term.

### **iPads**

All pupils in the First to Fifth Year at Hampton School require an iPad as part of their standard School equipment. The iPad should be the Wi-Fi only option and have a minimum of 32GB of storage. We recommend the following devices: iPad Mini 2, Mini 3 Mini 4, Air, Air 2 or 9.7-inch Pro. An STM Dux case or similar durable case is also required. Please refer to the enclosed sheet for further details and information on purchase options.

Hanworth Road, Hampton, Middlesex TW12 3HD

Tel 020 8979 0476 Fax 020 8783 4037 [bursary@hamptonschool.org.uk](mailto:bursary@hamptonschool.org.uk) [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)

***On your first invoice there will be a few additional one-off items:***

**Parents' Association (HSPA)      £30.00**

This once-only payment covers membership of the Hampton School Parents' Association. The HSPA organises a range of enjoyable social activities for parents throughout the year and I commend these to you. The Committee will also seek new members from parents whose sons are new to the School.

**Padlock      £12.00**

Your son will receive a new combination locker padlock upon arrival at Hampton, which he will keep throughout his time at the School. The lockers are a reasonable size for boys to store their everyday items. **Please note that the code should not be disclosed as it cannot be changed.** Lockers must be emptied at the end of the Summer Term each year and Form Tutors will remind the boys at the time. Lockers not emptied by boys after the Summer Term will be emptied by support staff and the contents placed in lost property. Replacement padlocks can be purchased from the Bursary at a charge of £13.00; if a code has been forgotten, we are able to remind boys of their number. The School padlocks have a key override system for security reasons, meaning that only padlocks provided by the School should be used for the purpose of securing a boy's locker.

**Calculator      £9.50**

The Mathematics department will provide your son with a Casio calculator of a model best suited to the curriculum he will follow in the subject. This calculator will be issued to your son during the first half term. Please note that this price may be subject to change as new stock is purchased.

**Recurring termly items might include:**

**Lunch      £298.00 per Term**

This lunch charge is automatically added to the School bill and admission to School lunch is via the biometric system detailed above. **Cancellation of lunch requires a half term's notice in writing.**

We offer a breakfast service in the dining room from 8:00am to 8:40am with cereals, rolls and hot drinks available for purchase. An afternoon light refreshment service is also available from 4:00pm to 5:00pm offering rolls, snacks, fruit and cold drinks. These services are operated on a cash purchase basis.

**Examination Charges**

These will be added in due course when your son is entered for public examination papers. There is an administration fee which is charged at cost.

***With the exception of the above, all other charges are by prior agreement. These include:***

**Music      £311.00 per Term**

Charges for individual music lessons will be added to your bill if you book these for your son. If the booking is made after the bills are issued, the amount will be notified to you and will be collected by the next Direct Debit or via the next bill. Cancellation of lessons must be in accordance with the terms and conditions supplied by the Music Department: **at least a half term's notice in writing is required for cancellation.**



**Boat Club****£85.00 (Third Year) per Term****£95.00 (Fourth Year) per Term****£110.00 (Fifth Year and Sixth Form) per Term****£15.00 Hampton Holles Boat Club Association annual charge**

Your son will be given the opportunity to row from the Third Year (13+) upwards. Rowing takes place from the School's Millennium Boat House, Lower Sunbury Road, Hampton, Middlesex, TW12 2DH. If your son is a member of the Boat Club for part of a term the termly charge will apply.

**Data Protection Act**

The School is registered under the Data Protection Act for holding personal data and has a duty to protect this information and to keep it up-to-date. The School is required to share some of the data with the Local Education Authority and with the Department for Education (DfE). The School also passes details on to affiliated organisations such as the HSPA, HHBCA, HSMS, OHA and Pupil Coach. If you do not wish your details to be utilised in this manner please write to the Bursar, the School Data Controller.

**Email**

Most information from the School, including invoices, is sent out via email and we request that the School is notified of any change in your email address as soon as possible. Copies of most mail-outs are also posted on the School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk)

**Travel Plan**

I should like to take this opportunity to draw attention to the issue of travel to/from School. The School Code emphasises the high priority that Hampton places on environmental responsibility, and, as such, we encourage all boys and parents to consider their transport arrangements on a regular basis. We hope that all members of the School community will contribute towards the promotion of safe and sustainable travel through the review of a range of transport options, the reduction of unnecessary car use, and regular reflection on ways to improve safety whilst travelling.

If you have any additional questions on these or any other matters, please do not hesitate to call my office on 020 8979 0476.

Yours sincerely



**Mike King**

**Bursar and Clerk to the Governors**