



# The Abbey

The independent school for girls aged 3-18.

Dear Parent

A warm welcome to The Abbey from the Finance Department.

At the end of each term you will receive a fees invoice for the following term. These invoices, which are distributed by email, will include school fees minus any relevant deductions and music tuition fees. These fees will be collected by Direct Debit on the first day of each term.

The enclosed Direct Debit form must be completed and returned to the school by Friday 25 May 2018 to allow the Finance Department sufficient time to set up the Direct Debit mandates in readiness for the start of term.

At each half term you will receive an extras invoice which includes any optional charges added with your consent such as trips, activities, ad-hoc purchases etc. Payment will be collected by Direct Debit.

Please may I draw your attention to the Terms and Conditions relating to the payment of fees and notice requirements as included in the school contract (Sections 3 and 4). Please consult the Fees and Finance Section of the school website for further information, including details of the school's travel insurance policy and fees refund scheme.

Should you have any queries relating to financial matters please do not hesitate to contact:

**Mrs Nadine Doble**

Head of Finance and Resources

Email: [finance@theabbey.co.uk](mailto:finance@theabbey.co.uk)

Telephone: 01189872256

Yours sincerely

**Nadine Doble**

Head of Finance & Resources

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17 Kendrick Road, Reading, Berkshire RG1 5DZ  
Company Limited by Guarantee. Registered in England No 133676.  
Registered Charity No 309115. The Abbey School exists to educate academically able girls.

