



**This FINANCIAL POLICY is effective for the 2022/2023 Academic Year and will be revised annually.**

## **I. SCHOOL FEES PAYMENT**

1. Parents are invoiced within the first two weeks of each school term (First Term included) and fees are due and payable by the deadline mentioned in Annex 1 of the present document or detailed on the invoice.
2. Please make payments on time to avoid payment charges. The school reserves the right to apply a £15 penalty for each week of delay. The Parents shall also be liable to pay all costs, fees, disbursements and charges including legal fees and costs reasonably incurred by the School, in the recovery of any unpaid fees regardless of the value of the School's claim. Any sum tendered that is less than the sum due and owing, may be accepted by the School on account only. Late payment charges may be applied to any unpaid balance of fees.
3. If school fees are paid by a company/relocation agency on behalf of the parents, it is the duty of the parents to transfer the relevant invoices so that they are paid in due time. LPEBL will not contact any company/relocation agency, but will only invoice parents, nor will amend and re-issue any invoice.
4. Payments must be made by cheque payable to "Petite Ecole Bilingue" or by bank transfer (bank charges are at your cost).
5. The child's name has to be used as the reference on any remittance or bank transfer. The format to be used is "CHILD'S SURNAME/FIRST NAME", so that the school knows who has paid (this is particularly important when the payer's surname differs from the child's surname). If the child has siblings at the school, please use the name of the youngest child as reference.
6. Fees are due for the whole Term, even if your child attends only part of the Term for any given reasons (illness, holidays, family issues...). An unauthorised absence at the start of a term will entitle LPEBL to keep the fees for the whole term.
7. Parents who have difficulties in paying the full fees in one payment may apply to pay the fees for the school year in 10 instalments payable in the form of monthly standing orders, from September to June. Agreeing to a payment plan is at the School's discretion and is concessionary. It will cease automatically in the event of default for thirty days or more. In such case, the full amount of fees then due will be payable forthwith and £15 penalties will be applied for each completed week of delay.

## **8. TAX FREE CHILDCARE SCHEME:**

The school is registered for the tax-free childcare scheme. This scheme allows you to open an online account, which you can pay into to cover the cost of childcare with a registered provider. The scheme is available for children under the age of 12.

See: <https://www.gov.uk/tax-free-childcare>.

To find out about all the government's childcare offers visit the Childcare Choices website: <https://www.childcarechoices.gov.uk/how-to-use-tax-free-childcare/>

9. CHILDCARE VOUCHER SCHEME:

NB: since 04/10/2018, it is no longer possible to open a Childcare Voucher account; parents holders of such account before this date can still benefit from the scheme.

LPEBL accepts transfers by childcare vouchers for the payment of tuition fees only. If you wish to take advantage of CHILDCARE VOUCHER SCHEME (applicable for school fees only), you will need to comply with this policy. The following conditions apply:

- The school is to be informed by email of the sums each parent intends to transfer in September, January and April from their account(s). These sums must be transferred on the 1st working day of September, January and April in the School Year 2022/2023.
- The amount to be transferred in September, January and April is a bulk sum. We are unable to deal with monthly transfers.
- Parents have to ask their CHILDCARE VOUCHER SCHEME to send a notice of payment/transfer to the following address: [lpebl.voucher@gmail.com](mailto:lpebl.voucher@gmail.com)
- The scheme is operated by one of the childcare voucher providers with whom we are registered. See the table below for registered scheme providers (non-exhaustive list).
- Parents are responsible for ensuring that their childcare voucher payment complies with HM Revenue and Customs rules.
- Parents must email their voucher remit advice to the school's office for reference.
- Scheme Providers - the table below lists the scheme providers with whom we are currently registered and our corresponding carer reference, which you may require when instructing payment. If your provider does not appear on the list, please contact us.

<b>Voucher Scheme Provider</b>	<b>Our carer reference / ID</b>
All save	
Busy Bees	
Care 4	98090814
Computershare	
Edenred	P20778509
Fair Care	
Fideliti	LAP007C
Kiddivouchers	
Kids unlimited	00510652
Sodexo	

When your child is due to leave the school, please ensure that you do not collect more in your childcare voucher account than the amount you have arranged to pay to the school.

10. FOR OXFORD GARDENS families ONLY: MFE funding is available at Cambridge Gardens and Oxford Gardens schools. As MFE providers, the School claims the funding through the Royal Borough of Kensington and Chelsea. Parents will be expected to pay for any additional services or additional hours of childcare over and above the entitlement.

See more at: <https://www.rbkc.gov.uk/PDF/MFE%20Funding.pdf>

11. LPEBL reserves the right to suspend your child at any time after the third payment reminder. This suspension will not be noted in the pupil's disciplinary record.

12. Should the suspension last thirty days without payment from the parents, the pupil will finally be withdrawn from the school register and a term's fees in lieu of notice will be payable in accordance with Article 8 of the Terms and Conditions.

13. The school may withhold any information, character reference or property while the fees remain unpaid but will not do so in a way that would cause direct, identifiable and unfair prejudice to the legitimate rights and interests of the pupil.

## **II. AFTER SCHOOL CARE and CLUBS PAYMENT (After school Care & Clubs)**

1. Parents have to choose the required services filling in the relevant online form (After school Care & Clubs). Each payment should be done upon invoicing. Failure to pay will be considered as a cancellation.

2. The 10% discount from the second child is not applicable.

3. Flat rate prices are available to families who enrol their child on a fixed number of days per week. Once a flat rate is chosen, parents cannot opt out. The cost of a session will not be reimbursed in case of the pupil's absence. Any extra session attendance above the chosen flat rate will be charged as an exceptional attendance.

4. Once a pupil has started attending a club, the fee for the full term shall be due and payable by the parents. The cost of a session will not be reimbursed in case of the pupil's absence.

5. FOR OXFORD GARDENS families:

Payments must be made by cheque payable to LPEBL or by bank transfer (bank charges are at your cost). The child's name is used as the reference on any remittance or bank transfer. The format to be used is "CHILD'S SURNAME/FIRST NAME", so that we know who has paid.

FOR KENTISH TOWN families:

Payments must be made by bank transfer (bank charges are at your cost) according to the process detailed in the BACK TO SCHOOL Annex 4 & 5.

6. Fees for After school Care & Clubs in general, are not payable by childcare vouchers.

**ANNEX 1: 2022/2023 SCHOOL FINANCIAL CALENDAR**

<b>Term</b>	<b>Period</b>	<b>To be paid</b>		<b>Deadline</b>
<b>Term 1</b>	September October November December	<b>40% of annual school fees</b>	£1000 advance on 1 <sup>st</sup> term fees	To be paid in May for re-enrolment or upon enrolment ( <u>not refundable</u> )
			Balance due on 1 <sup>st</sup> term fees	To be paid by end of September
<b>Term 2</b>	January February March	<b>30% of annual fees</b>		To be paid by end of January
<b>Term 3</b>	April May June	<b>30% of annual fees</b>		To be paid by end of April