STEWART INTERNATIONAL SCHOOL

LA PETITE ECOLE BILINGUE

FINANCIAL POLICY
STEWART INTERNATIONAL SCHOOL – LPEBL
KENTISH TOWN AND OXFORD GARDENS SCHOOLS
SCHOOL YEAR 2026/2027

This FINANCIAL POLICY is effective for the 2026/2027 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 within 10 days of issue of 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. If any invoice is over one month overdue, the school shall instruct a debt collecting agency to assist in recovering the outstanding debt. The Parents shall be liable to pay all costs, fees, disbursements and charges including legal fees, debt collecting agency fees and costs reasonably incurred by the School, in the recovery of any unpaid fees regardless of the value of the School's claim in addition to the late penalty charges. Any sum tendered that is less than the sum due and owing, may be accepted by the School on account only.

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. School fees for the current school year are set out in the Term Fees schedule 2026/2027.

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/

Stewart International School – La Petite Ecole Bilingue Kentish Town:
ISI URN: 138 777 DfE registration number: 202/6002

Stewart International School – La Petite Ecole Bilingue Oxford Gardens:
ISI URN: 138 599 DfE registration number: 207/6001

9. CHILDCARE VOUCHER 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.

- 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

- 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.

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

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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. 15 HOURS FREE ENTITLEMENT FUNDED HOURS FOR 3 TO 5 YEAR OLDS

Children in our setting can benefit from the free entitlement funded hours for 3 and 4 year olds. This means that they can attend 15 free hours per week for 11 weeks per term. The free entitlement hours are delivered every day from Monday to Friday from 8.30am to 11.30am over 11 weeks per term. Families may choose to purchase additional hours as described in the fee sheet for full time attendance.

To be eligible the child needs to be 3 before the start of term and the funding will stop in the term immediately following the child's 5th birthday. Children who turn three during the term, will only be eligible at the start of the following term–according to the dates set by the council (see below).

If your child's 3rd birthday is:	The new fees will apply from:
Between 01/01 and 31/03	The third term of that academic year
Between 01/04 and 31/08	The first term of the following academic year
Between 01/09 and 31/12	The second term of that academic year

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 can select the required services by completing the relevant online form (After school Care & Clubs). Each payment should be made 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. 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.

Reviewed September 2026