



This FINANCIAL POLICY is effective for the academic year 2023-24 and may be revised from time to time.

1. SCHOOL FEES PAYMENT

1. Parents are invoiced within the first two weeks of each term and fees are due and payable by the date specified in the Annex below.
2. The school reserves the right to apply a late payment penalty of £15 per week. 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 process of recovery of any unpaid fees regardless of the value of the School's claim. Late payment charges may be applied to any unpaid sums at the School's discretion.
3. Parents are responsible for paying school fees, even when payment is actually made by a company or other agency. In such cases parents should ensure that their invoices are forwarded to the relevant agency in good time.
4. Payments must be made by cheque payable to "Petite Ecole Bilingue" or by bank transfer (bank charges are at the parents' cost).
5. The child's name should be used as the reference on any remittance or bank transfer. The format to be used is "CHILD'S SURNAME/FIRST NAME" (this is particularly important when the payor's surname is different 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 retain the fees for the whole term.



7. Parents who have difficulties in paying the full fees in one payment may request to pay the annual tuition fees 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 a £15 penalty 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/government/news/tax-free-childcare-10-things-parents-should-know>

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

The Stewart Bilingual School - La Petite Ecole Bilingue (Kensington):

URN: 138 599

DfE registration number: 207/6001

Stewart International School - La Petite Ecole Bilingue (Kentish Town):

URN: 138 777 DfE registration number: 202/6002

9. CHILDCARE VOUCHER SCHEME:

We are happy to receive payment or part payment by voucher companies. 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. We simply ask that (1) each voucher scheme provider sends a notice of payment/transfer to the following address with the name of the child each time it makes a payment on behalf of a family: lpebl.voucher@gmail.com and (2) parents should inform the Office of the sums that will be transferred via voucher.



Voucher Provider	Scheme	Our Carer Reference / ID
All save		
Busy Bees		
Care4		98090814
Computershare		
Edenred		P20778509
Fair Care		
Fideliti		LAP007C
KiddiVouchers		
Kids Unlimited		00510652
Sodexo		



II. GARDERIE, AFTER SCHOOL CLUBS AND HOLIDAY CAMPS

1. Registration to garderie, after-school clubs and holiday camps is made via the online forms provided by the School at the beginning of each term. Payment should be made within a week of invoicing. Failure to pay will be deemed a cancellation.
2. The 10% sibling discount is not applicable.
3. Once a pupil has started attending a club/ camp/ garderie, 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. Any extra session attendance above the chosen rate will be charged as an exceptional attendance.
4. After school fees cannot be paid using childcare vouchers.

Reviewed March 2023



ANNEX: 2022/2023 SCHOOL FINANCIAL CALENDAR

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