

This FINANCIAL POLICY is effective for the 2017/2018 School Year and will be revised annually.

I. SCHOOL FEES PAYMENT

1. Parents are invoiced before the start of each school term (First Term included). Fees are due and payable on the 1st working day (back to school) of September, January and April in the School Year 2017/2018. (cf. Annex 1 of this document)
2. Please make the payments on time to avoid payment charges. £15 penalties will be applied for each completed week of delay.
3. In the case 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.
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 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 have 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 reasons given (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 school year fees by 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. LPEBL accepts school fees payment by childcare vouchers.
9. MFE funding is available at Cambridge Gardens and Oxford Gardens schools for a maximum of fifteen hours per week and up to 38 weeks per year. As MFE providers, the School claims the funding through the Royal Borough. 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/family-information-service/info-parents-and-carers/three-and-four-year-old-funding#sthash.kEevlOAb.dpuf>
10. 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.

11. Should the suspension last thirty days without payment from parents, the pupil will finally be withdrawn from the school register.
12. 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.
13. 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 informed 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 2017/2018.
 - The amount to be transferred in September, January and April is a bulk sum. We are unable to deal with monthly transfers.
 - Parents are 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 provider with whom we are registered. See the table below for registered scheme providers.
 - Parents are responsible for ensuring that their childcare voucher payment complies with HM Revenue and Custom's rules.
 - You must complete the required form (available at the end of the document) and return it to the school office by the due date. (cf. Annex 2 of this document)
 - Scheme Providers

The table below lists the scheme providers we are currently registered with and our corresponding carer reference, which you may need 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	
Care4	98090814
Computershare	
Edenred	P20778509
Fair Care	
Fideliti	LAP007C
KiddiVouchers	
Kids Unlimited	00510652
Sodexo	

The Stewart International School La Petite Ecole Bilingue de Kentish Town Ofsted URN is: 138777, and DfE registration number: 202/6002.

The Stewart International School La Petite Ecole Bilingue d'Oxford Gardens Ofsted URN is: 138 599, and DfE registration number: 207/6001.

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.

II. AFTER SCHOOL CLUBS PAYMENT (Garderie & Wednesday Club)

14. Parents have to choose the required services using to the relevant form (Garderie & Wednesday Club activities). Each payment should be done at the beginning of each Term or Period. Failure to pay from application will be considered as a cancellation.
15. The 10% discount from the second child is not applicable.
16. Payments must be made by cheque payable to LPEBL or by bank transfer (bank charges are at your cost). In very special cases, cash shall be accepted (per example in case of bank procedure in process locally, not yet operating).
17. After school fees are not payable by childcare vouchers.
18. 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 can't 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. Please refer to Fees form.

ANNEX 1: 2017/2018 SCHOOL FINANCIAL CALENDAR

Term	Period	To be paid		Deadline
Term 1	September October November December	40% of annual school fees	£1000 advance on the first Term	To be paid in May before back to school <i>(not refundable)</i>
			Balance due on First term fees	To be paid on the 1 st day of the 1 st week of September
Term 2	January February March	30% of annual school fees		To be paid on the 1 st day of the 1 st week of January
Term 3	April May June	30% of annual school fees		To be paid on the 1 st day of the 1 st week of April

ANNEX 2: 2017/2018 CHILDCARE VOUCHER FORM

(to be returned to the Office).

Please complete in BLOCK CAPITALS:

CHILD'S SURNAME	CHILD'S 1 ST NAME(S)
Tracking reference ("CHILD'S SURNAME/FIRST NAME")/.....

1st Payer

Name :	
Voucher provider:	
Contact telephone number :	
Contact Email :	
Voucher amount to be paid on the 1 st working day of September 2016 :	£
Voucher amount to be paid on the 1 st working day of January 2017 :	£
Voucher amount to be paid on the 1 st working day of April 2017 :	£
Date :	Signature :

2nd Payer (if relevant)

Name :	
Voucher provider:	
Contact telephone number :	
Contact Email :	
Voucher amount to be paid on the 1 st working day of September 2017 :	£
Voucher amount to be paid on the 1 st working day of January 2018 :	£
Voucher amount to be paid on the 1 st working day of April 2018 :	£
Date :	Signature :