

## Fees & Payment for 2018 - 2019

Classes		9.00-3.30				
	Subsidised Rate (for families with total income under £45,000 per year)			Unsubsidised Rate (for families with total income of £45,000+ per year)		
	Month	Term	Year	Month	Term	Year
1/2	£483	£1,932	£5,796	£537	£2,148	£6,444
3/4	£495	£1,980	£5,940	£550	£2,200	£6,600
5/6	£495	£1,980	£5,940	£550	£2,200	£6,600
7/8	£510	£2,040	£6,120	£566	£2,264	£6,792
9/10	£527	£2,108	£6,324	£585	£2,340	£7,020
Plus Materials Charge of £80 per child per term in Classes 1/2 to 7/8, and £90 per child per term in Class 9/10 In Upper School Classes from Class 9/10 there is a Student Entry Fee for the NZCSE qualification of £125 per child/per year						

	Kindergarten Morning 9.00-1.00 (includes mid-morning snack)			Unsubsidised Rate (for families with total income of £45,000+ per year)			Afternoon Care 1.00-3.30 (includes lunch)		
	Month	Term	Year	Month	Term	Year	Month	Term	Year
1 day	Not available			Not available			£33.50	£134	£402
2 days	£186	£744	£2,232	£206	£824	£2,472	£59.50	£238	£714
3 days	£269	£1,076	£3,228	£299	£1,196	£3,588	£78.50	£314	£942
4 days	£347	£1,388	£4,164	£385	£1,540	£4,620	£92.50	£370	£1,110
5 days	£423	£1,692	£5,076	£470	£1,880	£5,640	£102.50	£410	£1,230
Drop-In Day <sup>1</sup>	£35.50/day			£39.50/day			£15.50/day		
Materials and mid-morning snack are included in the Kindergarten Fees. There is a charge for Eurythmy shoes.							Late pick-up charges 3.30-4.30pm £6.75 4.30-6.00pm £13.50		

Wraparound	Breakfast Club 8.00-9.00am (includes simple breakfast)			After School Club 3.30- 4.30pm (includes snack)			After School Club 3.30-6.00pm (includes snack)		
	Month	Term	Year	Month	Term	Year	Month	Term	Year
Regular <sup>2</sup>									
1 day	£8	£32	£96	£12.50	£50	£150	£25	£100	£300
2 days	£16	£64	£192	£25	£100	£300	£50	£200	£600
3 days	£24	£96	£288	£37.50	£150	£450	£75	£300	£900
4 days	£32	£128	£384	£50	£200	£600	£100	£400	£1,200
5 days	£40	£160	£480	£62.50	£250	£750	£125	£500	£1,500
Drop In <sup>1</sup>	£4.20			£6.75			£13.50		
				Late pick-up charge 4.30-6.00pm £6.75			Late pick-up charge after 6.00pm £6.75		

### Sibling Discount

**20%** off the fees of the second sibling attending at the same time

**80%** off the fees of the third and subsequent siblings attending at the same time

The sibling discount applies to Class and Kindergarten core fees, but not to other charges including the Materials Charges, Wraparound Care, Student Entry in the NZCSE etc.

<sup>1</sup> Drop In Days/Afternoons are extra sessions in Kindergarten, Afternoon Care or Afterschool Club, outside of your normal booked days.

Drop in Days cannot be used on a regular basis as an alternative to normal Kindergarten sessions.

<sup>2</sup> Regular Afternoon Care & After School Club sessions are booked weekly in advance for half a term or more. No sibling or other discount applies.

## **Subsidised Rate**

The subsidised rate for Kindergartens and Classes is for those on family incomes under £45,000 per year. It is available on proof of income e.g. Child Tax Credit award, pay slips etc. shown at the start of each academic year. We are aware that an overall financial position can be advantaged by more than income alone, and would ask that families, who, despite a lower income, feel in a comparable financial position, or those who are able and willing, volunteer to contribute at the higher, unsubsidised rate, which reflects the actual cost.

## **Administration Fee**

A non-refundable Administration Fee of £60 covers the costs involved in the application process. (The fee is £100 for non-EU/EAA students who require a Tier 4 (Child) Student Visa).

## **Deposit**

A deposit of £300 is required for newly enrolled children before the date they start. This will reserve their place and also covers any costs in the event of the Registration and Contract between parent and Cardiff Steiner School being broken. The deposit is returnable when the child leaves the School as long as a full term's notice has been given in writing (See Notice of Leaving below). You will be required to sign for receipt of your returned deposit. Interest is not payable on deposits. (The deposit is £500 for non-EU/EAA students who require a Tier 4 (Child) Student Visa).

## **Materials Charge and Other Charges**

The termly Materials Charge in the Classes covers crayons, pencils, paints, clay, most handwork and woodwork material and exercise books. There are charges for individual/group instrument lessons, class trips, recorders, eurythmy shoes, text books, calculators, metals, games kits and other extras.

Materials and mid-morning snack are included in Kindergarten Fees. There is a charge for Eurythmy shoes.

From Class 9/10 to 12/13 there is a Student Entry Fee for the NZCSE qualification of £125 per child per year.

Parents are charged for items and property lost or damaged, where the damage was not accidental.

## **Tax Credit and Employee Childcare Vouchers**

Our Kindergarten, Afternoon Care and Afterschool Club fees qualify for the following government assistance:

- Childcare Tax Credit - designed to help working parents cover some of the cost of childcare
- Employee Childcare Vouchers - a special government scheme operated through employers that allow you to pay for childcare from your pre-tax salary
- 15 hours of the 30 Hours free childcare for 3 year olds available in pilot areas of Wales

You must satisfy yourself of whether these are applicable to you.

## **Notice of Leaving**

You need to give one full term's written notice of the intention to withdraw your child from the School, or to reduce days. If you wish to withdraw your child from the School, a full term's notice in writing must reach the School Administrator by the first day of the child's last term or a term's fees in lieu will be required. Any extra fees for additional terms paid above this will be refunded. If you fail to give one term's written notice you will be liable to pay one term's fees in lieu of notice and the Deposit will be retained by the School towards payment of such fees.

## **Bursary**

Cardiff Steiner School is committed to being socially inclusive and accessible to families from a wide range of financial backgrounds, whilst remaining self-funded. Therefore we keep fees as low as possible in order to minimise the financial barrier to attending, and offer a Bursary Scheme where families on low incomes, or in financial difficulty, can apply for a reduction in their fees.

Bursary decisions are influenced by availability of funds, the number of applications, and overall need. We can meet only a portion of a family's need. In addition, we may not have the funds to offer assistance to every child who qualifies for assistance. There is no specific income level in order to apply for a Bursary, and all applications are considered on an individual basis, though the principles that we apply to Bursary decisions are outlined on our Bursary Application Form.

You are required to complete a Bursary Application Form, available from the School Administrator. The School Administrator can also explain the process to you. Before you apply for a Bursary you will need to have completed the School's Admissions Process and be in receipt of an offer of a place.

## **Additional Tuition and Learning Support**

Our ALNCo (Additional Learning Needs Co-ordinator) co-ordinates all the screening for and work with pupils with additional learning needs. This includes pupils with educational, behavioural or physical needs. Pupils are identified either at admission, through class screening or referral by the Class or Kindergarten Teacher.

Children receiving support of any kind from the ALN Department are entered in the ALN register which monitors the child's progress and the success of strategies put in place to support learning. Children may be recommended support through one-to-one or small-group learning support.

A basic level of learning support is provided throughout the School to those pupils who need it and the cost of this is included in the standard School fees. However where a pupil needs more substantial support there will be an extra charge. Our ALNCo may also recommend a full individual assessment for a pupil. This is undertaken, and the cost met, by the parent. This can be done externally or provided at cost by the School. The cost for this is currently £355.50 (£2017-18). There will be an extra charge for additional tuition required on admission to make a pupil ready for the School.

# **Fees & Payment Terms and Conditions 2018 - 2019**

## **Payment of Fees**

**Kindergarten and Class fees** are calculated for the whole year and paid monthly over 12 months from September to August inclusive. You are invoiced termly in advance for fees. Fees are due and payable by the 3rd of each month and must be paid by Standing Order (to be set up by parents), unless pre-payment or other arrangements are agreed in writing and are in place. The Student Entry Fee for the NZCSE qualification is invoiced at the start of each School year, and can be paid either monthly over 12 months along with Class fees, or in one advance payment within 14 days of invoicing.

**Breakfast Club, Afternoon Care and After School Club** are invoiced termly in advance and paid monthly in advance over the 4 payment months of each term. Fees are payable by standing order only, to be paid by the 3rd of each month.

**The termly Materials Charge** for Classes is invoiced at the start of each School term, and can be paid either monthly over 12 months along with Kindergarten and Class fees, or in one advance payment within 14 days of invoicing.

**Additional Charges** for class trips, recorders, eurythmy shoes, text books, calculators, metals, games kits and other extras, will be invoiced at the point of purchase, or in arrears at the end of the term. Full payment is required within 14 days of invoicing.

**Drop in Days/Wraparound and Instrument Lessons** are invoiced termly in arrears. Full payment is required within 14 days.

## **Bank Details**

The School bank details are:

**Cardiff Steiner Early Years Centre Ltd**

**The Co-Operative Bank, 16-17 High Street, Cardiff CF10 1AY**

**Sort Code: 08-92-99** Acc. Number: 65567672

Please use the account number on your invoice as the bank reference for payment.

## **Absence**

There will be no refunds if your child is absent through illness. If your child's place is kept open awaiting a return from holiday at the start of term time, or if holidays are taking during term time, the full fee is still payable – there will be no refunds for sessions missed.

## **Registered Numbers, Tax Credits and Employee Childcare Vouchers**

For Kindergarten and Afternoon Care:

Our CSSIW registration number is W150000363

Our School registration number is 681-6096

## **Fees review and increases**

Fees are reviewed and increased annually. Fees for the coming academic year, starting September, are published and notified to parents by the first day of the preceding Summer term.

## **Late or Non Payment of Fees**

### **Responsibility for paying fees**

As all families with children attending Cardiff Steiner School are required to pay fees, non-payment of fees may result in cancellation of enrolment. All signatories to the Registration Form are jointly and severally liable for the payment of all fees and charges incurred on behalf of the students. For any change to this arrangement the school needs to be notified in writing by all signatories on the Registration Form and the school agrees to this variation, in writing.

### **Late Payment**

If any family anticipates that they will not be able to pay their fees on time, they should discuss this with a representative of the Finance Committee immediately to come to an alternative payment agreement. Any information discussed is treated in the strictest of confidence as part of our confidentiality agreement.

Fees outstanding after the due date will be considered in arrears, and, if not settled within two weeks following the due date, will attract a penalty of 10% per annum of the outstanding amount, calculated on a daily basis, which will be added to the account each month. A £10 fee will be charged to parents per reminder or debt collection letter. Debt Collection Agents or Court Action will be used if payments are not received, and any Debt Collection/Court fees or other fees incurred as a result will be billed to the debtor. The School may, at its discretion, suspend a student pending settlement of an outstanding account. A returned items charge of £10.00 is charged per effect, or if above this, at cost plus £5 admin fee.

The timescale is as follows:

1. If, for any reason, regular standing order payments are not set up, and/or a family defaults on payment, after two weeks a reminder will be issued and will incur a charge of £10. Interest will be due and charged as above.
2. In the Fourth week of non-payment, a second letter will be written giving the steps to recover the fees that will be undertaken. This will be sent by recorded delivery and will incur a further charge of £10. Interest will be due and charged as above.
3. If no payment is forthcoming within 7 days, the deposit is forfeit and the debtor will be sent a letter before action of intention to proceed to a Debt Collection Agent or Court Action. This will be sent by recorded delivery and will incur a further charge of £10. Interest will be due and charged as above.
4. If this is not responded to within 7 days a Court Action will be issued, without need for further notice.
5. If the debt is still not paid then the court will move to Judgement and Execution and the debt will be repaid by this means. Following court action we can instruct a Debt Collection Agent to collect the debt.