

## Fees & Payment for 2024 - 2025 Includes VAT

Kindergarten Morning 9.00-1.00 <small>(includes mid-morning snack &amp; materials)</small>				Afternoon Care 1.00-3.30 <small>(includes lunch)</small>					
Rose Garden									
age 3 & 4	Subsidised Rate <small>(for families with total income under £45,000 per year)</small>			Unsubsidised Rate <small>(for families with total income of £45,000+ per year)</small>			Same Rate for all <small>(Optional afternoons can be added from 1 to 5 days)</small>		
	Month	Term	Year	Month	Term	Year	Month	Term	Year
1 day	Not offered			Not offered			£49	£196	£588
2 days	Not offered			Not offered			£82	£328	£984
3 days	£342	£1,368	£4,104	£379	£1,516	£4,548	£106	£424	£1,272
4 days	£449	£1,796	£5,388	£498	£1,992	£5,976	£124	£496	£1,488
5 days	£549	£2,196	£6,588	£610	£2,440	£7,320	£138	£552	£1,656

Kindergarten Morning 9.00-1.00 <small>(includes mid-morning snack &amp; materials)</small>				Afternoon Care 1.00-3.30 <small>(includes lunch)</small>					
Sun Garden									
age 5 & 6 <small>(term after 5<sup>th</sup> birthday)</small>	Subsidised Rate <small>(for families with total income under £45,000 per year)</small>			Unsubsidised Rate <small>(for families with total income of £45,000+ per year)</small>			Same Rate for all <small>(Optional afternoons can be added from 1 to 5 days per week)</small>		
	Month	Term	Year	Month	Term	Year	Month	Term	Year
1 to 4 days	Not offered			Not offered			Prices for 1 to 4 afternoons as above		
5 days	£659	£2,636	£7,908	£732	£2,928	£8,784	£138	£552	£1,656

Lower School	Month	Term	Year	Month	Term	Year	
age 6 to 14 Class	Subsidised Rate <small>(for families with total income under £45,000 per year)</small>			Unsubsidised Rate <small>(for families with total income of £45,000+ per year)</small>			
	1	£751	£3,004	£9,012	£834	£3,336	£10,008
	1/2						
	2/3						
	3/4	£787	£3,148	£9,444	£874	£3,496	£10,488
	4/5						
	5/6	£810	£3,240	£9,720	£899	£3,596	£10,788
	6/7						
	7/8						
Upper School	Month	Term	Year	Month	Term	Year	
age 14 to 18 <sub>/19</sub> Class	Subsidised Rate <small>(for families with total income under £45,000 per year)</small>			Unsubsidised Rate <small>(for families with total income of £45,000+ per year)</small>			
	8/9	£856	£3,424	£10,272	£949	£3,796	£11,388
	9/10						
	10/11	£889	£3,556	£10,668	£986	£3,944	£11,832
	11/12						
	12/13						
Plus Materials Charge of £130 per child per term in Lower School and £144 per child per term in Upper School. From Class 10/11 there is a Student Entry Fee for the NZCSE qualification of £125 per child/per year.							

### 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 etc.

## Subsidised Rate

The subsidised rate for Kindergartens and Classes is for those on gross 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.

## Wraparound Care

### Regular Bookings

These are weekly sessions, on the same day each week, in Afternoon Care, After School and Breakfast Club, booked in advance for half a term or more. No sibling or other discount applies.

Wraparound	Breakfast Club 8.00-9.00am (includes 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									
1 day	£12.75	£51	£153	£17	£68	£204	£34	£136	£408
2 days	£25.50	£102	£306	£34	£136	£408	£68	£272	£816
3 days	£38.25	£153	£459	£51	£204	£612	£102	£408	£1,224
4 days	£51.00	£204	£612	£68	£272	£816	£136	£544	£1,632
5 days	£63.75	£255	£765	£85	£340	£1,020	£170	£680	£2,040

### Drop In Bookings and Late Pick Ups

Drop Ins are extra sessions in Kindergarten, Afternoon Care, Afterschool or Breakfast Club, outside of your normal booked days. Drop in Days cannot be used on a regular basis as an alternative to normal Kindergarten sessions. No sibling or other discount applies. Late Pick up from sessions are charged as per below.

Wraparound	Breakfast Club 8.00-9.00am (includes breakfast)	After School Club 3.30- 4.30pm (includes snack)	After School Club 3.30-6.00pm (includes snack)
Drop In	£6.50/session	£9/session	£18/session
Late Pick Up	n/a	at 4.30-6.00pm £9	after 6.00pm £9

Kindergarten	Morning 9.00-1.00 (includes mid-morning snack)	Afternoon Care 1.00-3.30 (includes lunch)	
	<b>Subsidised Rate</b> (for families with total income under £45,000 per year)	<b>Unsubsidised Rate</b> (for families with total income of £45,000+ per year)	<b>Single Rate</b>
Drop-In	£47/session	£51/session	£20/session
Late Pick Up	at 1.00-1.15pm £9 at 1.15-3.30pm £20	at 1.00-1.15pm £9 at 1.15-3.30pm £20	at 3.30-4.30pm £9 at 3.30-6.00pm £18

## Administration Fee

A non-refundable Administration Fee of £70 covers the costs involved in the application process. The fee is £100 for students who require a 'Child Student Visa' (previously called 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 students who require a 'Child Student Visa' (previously called a 'Tier 4 (Child) student visa').

## Materials Charge and Other Charges

Materials and food are included in Kindergarten and Wraparound Care Fees.

The termly Materials Charge in the Classes covers crayons, pencils, paints, papers, clay, most handwork and woodwork material and exercise books etc. There are additional charges for class trips, eurythmy shoes, individual text books, calculators, some metals, woods and materials specific to projects, games kits, other extras, and optional individual/group instrument lessons. Individual Choroi Flutes are charged in Class 1/2 (approx. £50) and Class 3/4 (approx. £65), flute prices as of April 2023.

From Class 10/11 to 12/13 there is a Student Entry Fee for the NZCSE qualification of £125 per child per year. School Trips are a compulsory part of the curriculum and full charges are payable whether or not a child attends. Parents are charged for items and property lost or damaged, where the damage was not accidental.

## Tax Credit and Employee Childcare Vouchers

Our Kindergarten and Wraparound fees are eligible for the following government assistance where applicable:

- Universal Credit Childcare - designed to help lower income working parents cover some of the cost of childcare
- Tax Free Childcare - the government will pay £2 for every £8 you pay for childcare up to £2,000 per year per child. You can get this at the same time as the Childcare Offer for Wales if you're eligible for both
- The Childcare Offer for Wales (scheme for 3 and 4 year olds). This requires a minimum attendance, and may apply for 15 to 20 hours a week depending on where you live. Your eligibility for this is on an individual basis so please contact the School Office for more information.
- Employee Childcare Vouchers - a special government scheme operated through employers that allow you to pay for childcare from your pre-tax salary

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

## Fees & Payment Terms and Conditions 2024 - 2025

### 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.

### Notice Requirements

If you wish to withdraw your child from the School, or to reduce days in Kindergarten, you must either give us a clear term's notice in writing to that effect, or pay to the School a term's fees in lieu of notice, at such rate as would have been charged for the final term of provision if a term's notice had been given. This means that if, for example, you wish to withdraw your child with effect from the start of the autumn term (i.e., at the start of an academic year) then you would need to tell us in writing that you wish to withdraw your child on or before the first day of the preceding summer term (i.e. the final term of the preceding academic year). The appropriate amount of fees in lieu of notice will become payable by you to us as a debt on the first day of the term which would have been the final term of provision if a term's notice had been given.

Withdrawal part-way through a term does not reduce the amount you owe to the School. The School's affairs are organised on a termly basis and it is not possible for you to reduce the amount of fees, or to obtain a refund of fees, by withdrawing your child part-way through a term. This means that if, for example, you withdraw your child without notice in Autumn half term, or give notice at Autumn half term, then fees in lieu of notice would be due up to the end of Spring term.

There is no notice required for cancelling Regular Wraparound Care sessions, though if your booking was for a duration of less than one half term in total then you will be re-invoiced at the Drop In rate.

## **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. We also offer a small 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 Office. The School Business Manager can 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. Bursaries in Kindergarten are only awarded to children attending 5 days a week and who will be continuing their education into the main School.

## **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 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 reasonable 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 or ongoing support there will be an extra charge. Our ALNCo may also recommend a full individual assessment for a pupil from outside the School. This is undertaken, and the cost met, by the parent. There will be an extra charge for additional tuition required on admission to make a pupil ready for the School.

## **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 4 months from September to December, or in one advance payment within 14 days of invoice receipt.

**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 invoice receipt.

**Additional Charges** for class trips, flutes, 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 invoice receipt.

**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.

## Registered Numbers, Tax Credits and Employee Childcare Vouchers

Our CIW 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, or in line with the notice requirements of the School.

## 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 student. For any change to this arrangement the School needs to be notified in writing by all signatories on the Registration Form and the School agree 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 the School Business Manager immediately to come to an alternative payment agreement. Any information discussed is treated in the strictest of confidence as part of our confidentiality policy.

Fees outstanding after the due date will be considered in arrears, and, if not settled within two weeks following the due date, may 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 letter. Debt Collection Agents and/or Court Action will be used if payments are not received.

In the event of a default in the payment of fees and supplemental charges, signatories to the Registration and Contract are liable to pay all debt collection and legal costs, fees, disbursements and charges reasonably incurred by the school (including irrecoverable VAT) in relation to recovery of any unpaid debts owed, regardless of the value of the claim

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 signed-for 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 signed-for 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 the debt will be passed to Debt Collection, or Court Action will be issued, without need for further notice.
5. If the debt is still not paid then the court may 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.