



FEE POLICY 2018/19



DOCUMENT CONTROL

Version history

Version	Date	Author /Comments
V1.0	07/06/2018	Amended figures for current year

Changes since last version

Version	Description
V1.0	Review
V1.1	Issued

Reviewers

Name	Role
Ola Mustapha	School Manager
Date of Next Review	01/06/2019

Issue control

Owner	Lancaster Steiner School
Author	Ola Mustapha
Trustee with Responsibility	Gisela Renolds, Jonathan Pinkse
Signature	<i>O. Mustapha</i>
Sign off Date	10/10/2018

FEE POLICY STATEMENT

Lancaster Steiner School is an independent school and does not receive any outside funding for pupils of statutory school age. The only income that the school receives is from fees paid by parents.

Fees are charged to families wishing to enroll their child(ren) in the school and remain payable for every child on roll. Fees become payable once a child has entered into the school and a signed financial agreement has been received by the school office.

A family without a signed financial agreement which says otherwise will be deemed to have accepted our base fee contract and be liable for fees at the full rate.

Our fees vary dependent on the age of your child. Where possible we request that fees are paid annually or termly in advance. Monthly payments are possible with a one-off administrative charge of £10. 10 monthly payments are made on the 5th of each month from September to June.

Fees are payable to our school bank account:

Bank	CAF Bank
Account name:	Lancaster Steiner School
Sort code:	40-52-40
Account number:	00024532
Reference:	full name of child

Payment by cheque or cash can only be accepted after **written** agreement from the school bursar. Due to the increased administration and bank charging structure we charge an administrative fee of £5 per payment for payments made by cheque or cash.

DISCOUNTS

All discounts and assisted places apply only to children aged 5 and over who are no longer in receipt of EYF vouchers. Discounts are subject to the minimum fee threshold described below.

Sibling Discount

We offer a sibling discount for families with more than one child who is paying fees. A discount of 15% will be applied for the second sibling and any subsequent sibling attending the school. This discount does not apply to siblings living in separate households.

Teacher Discount

Staff employed by Lancaster Steiner School on permanent contracts can apply for a staff discount of 15% per child both for kindergarten and lower school. There is a staff discount of 50% on wrap around care (8.30-8.45 and 3.15-4.30). If a member of staff is requested to work outside of their normal working hours then wrap around care is free.

BURSARY ASSISTED PLACES

We seek to provide an inclusive educational experience for the children at our school and appreciate that not all families who wish to join the school community have equal means to be able to do so. To help families in need, each year we allocate an amount of the full fees paid by parents to a limited number of bursary assisted places. The aim of the school is not to provide long-term support but to help families that have very small children or other specific circumstances that do not allow them to work full-time.

Bursary places are available to families with at least 1 child in the school or intending to join the school who is over 5 years old and no longer qualifies for EY funding. Qualifying families should have a household income of less than £35,000 and capital of less than £10,000 (excluding main home).

There are 3 rounds of applications for assistance with fees: **14th July; 1st December and 2nd March**. The fee discount agreed with the bursar will then be applied from the beginning of the following term. Where applications are received late they can be carried forward to the next round. However, the full fee is due until the application is processed. Fees cannot be altered retrospectively. The families receiving a bursary place are expected to show the school a feasible plan for how they expect to increase their commitment over time with the aim to pay the full fee in due course.

PLEASE NOTE: There is a limited bursary fund which is allocated at the discretion of the bursar and trustees. Bursary places and associated fees are based on current financial need and are not automatically continued. **A new application must be made each academic year** and you must advise us if your annual income changes from that stated in your application. The fees of our school are low in comparison to other independent schools. The bursary assisted places are only offered as a last resort. Families are expected to first look for other ways to fund their school fees before applying for a bursary assisted place. Application forms can be downloaded from the website or collected from the office.

Flexi-Schooling

We will occasionally accept flexi schooling families, for younger children, by arrangement. As a child progresses through the school, flexi-schooling is less likely to be agreed due to the disruptive impact on the child and their classmates' education. Please see the flexi schooling policy [Appendix B] for further details.

A flexi-school place, where a child attends school for a reduced number of days, is considered a bursary assisted place and follows the same application process as for bursary assistance. There is a limited budget for flexi-school places which is agreed by the trustees on an annual basis.

If you wish for your child to attend for only 3 or 4 days, please make an appointment to discuss flexi-schooling with the Teacher Years co-ordinator and the bursar.

Minimum Fee Threshold

There is a minimum fee threshold for lower school children attending the school. This may come into effect where multiple discounts are applied for such as income/bursary assistance, sibling discount, flexi-schooling and staff discount. **The minimum fee threshold per student for 2018/19 is £2,575** per child.

FINANCIAL AGREEMENT AND PAYMENT OF FEES

Fees are paid a month in advance. When you have booked a place for your child, we will issue a financial agreement. The Financial Agreement must be signed and returned to the school and the first fee instalment must be received **before** your child can attend.

It is important that fee payments are kept up to date. If you have any difficulties, please contact the bursar immediately on lancastersteinerbursar@gmail.co.uk or 01524 841351. Please read the attached terms & conditions and arrears procedure carefully. Contact the bursar if you have any queries.

KINDERGARTEN (Pre-school) (ages 3-6 years)

Kindergarten covers the following age groups

Nursery children	Children who have their 3 rd birthday during the academic year 2018/19. We accept entry as soon as a child turns 3.
Pre School	Children who have their 4 th birthday during the academic year 2018/19.

Our sessions run from **9.00am – 1.00pm** each day.
(We encourage 3 sessions as a minimum attendance)

We run an afternoon club from **1.00pm – 3.15pm** each day.

Kindergarten fees for 3-5yr olds

Session	Session times	Hours	Cost per session[1]
Morning Kindergarten	9.00am – 1.00pm	4 hrs	£25
Afternoon Club	1.00pm – 3.15pm	2 1/4 hrs	£14

[1] Early Years Funding can reduce this cost

Early Years Funding for 3-5 year olds

Universal Early Years Funding (EYF) is available for 15 hours a week from the term **after** a child turns 3 up to the term **in which** the child turns 5. Extended EYF funding is available to certain families who meet the criteria for up to 30 hrs. It is the individual family's responsibility to check their entitlement to this extended provision. There is a small contribution for materials of £50/term or £150 per year (as allowed under the T&C of the EYF funding agreement.).

If your child receives EYF provision in another educational setting, you **must** inform us on your Parental Agreement as it will affect the amount we can claim. We will charge for any unfunded hours. Your first 15 hours of provision will be free; additional hours will be charged for at £6.50 per hour or our full sessional charges. EYF vouchers can be used for the afternoon club if you have not used your 15 hours entitlement in Kindergarten sessions.

We can accept children as soon as they have had their third birthday and offer a reduced session fee of £5 per hour or half price for a full session until the Early Years funding becomes applicable.

Parental Agreement

Upon admission, families are required to complete a parental agreement clearly stating which session their child will be attending. EYF fees are invoiced termly in advance. Remaining fees can be paid monthly upon arrangement with the bursar. We ask you to complete a Parental Agreement **by 30th June 2018** to book provision. We need this document to plan and to calculate your fees. It is also required by Lancashire County Council for EYF. **We can only confirm provision for your child after receiving this.**

LOWER SCHOOL TRANSITION

Lower school transition covers the following age groups:

Transition Children who will turn 6 in the academic year 2018/19.

Class 1 Children who will turn 7 in the academic year 2018/19

Classes run from **9.00am – 1.00pm** each day.
(Children over the age of 5 are expected to attend 5 days a week)

Lunchtime session runs from **1:00pm to 1:45pm** each day

Afternoon club runs from **1.45pm – 3.15pm** each day.

Transition fees for 5-6 year olds

Kindergarten children over the age of 5 who no longer qualify for the EYF vouchers will be charged a termly fee of £1,542, payable monthly (see table below).

Afternoon provision from 1pm to 3:15pm is available at a cost of £8 per session.

	Annual Fee	Termly Fee	Monthly Fee
5 mornings	£4625	£1542	£463
4 morning	£3715	£1238	£372
3 mornings	£2805	£935	£281

Monthly Fees are paid over 10 months from September – June.

Household income bands and kindergarten fees for 5-6 year olds

INCOME	Annual Fee	Termly Fee	Monthly Fee over 10 months (Sept - June)
£35,000+	£4625	£1542	£462.50
<i>Assisted Places (limited by application only)</i>			
<i>£30,000 - £35,000</i>	£3945	£1315	£395
<i>£25,000 - £29,999</i>	£3260	£1087	£326
<i>Below £24,999</i>	£2575	£858	£258

LOWER SCHOOL

Lower School covers the following age groups

Class 1	Children who will turn 7 in the academic year 2018/19
Class 2	Children who will turn 8 in the academic year 2018/19
Class 3	Children who will turn 9 in the academic year 2018/19
Class 4	Children who will turn 10 in the academic year 2018/19
Class 5	Children who will turn 11 in the academic year 2018/19

Class 1 & 2 run from **9.00am – 1.00pm** Monday and Friday
9.00am – 3:15pm Tuesday, Wednesday and Thursday

Class 3, 4 & 5 run from **9.00am – 3:15pm** Monday, Tuesday, Wednesday & Thursday
9.00am – 1.00pm Friday

Lunchtime session runs from **1:00pm to 1:45pm** each day

We run an afternoon club from **1.45pm – 3.15pm** Mondays and Fridays.

Lower School Fees

Fees are due in advance on a termly or annual basis.

	Annual Fee	Termly Fee	Monthly Fee
Class 1	£5725	£1908	£573
Class 2	£5725	£1908	£573
Class 3	£5850	£1950	£585
Class 4	£5850	£1950	£585
Class 5	£5850	£1950	£585

What is included in fees?

Tuition and materials

Monthly payment scheme

10 monthly payments made on the 5th of each month from September – June. Payments should be made by BACS/Direct Debit/ Standing Order. Due to increased administration and bank charging structure we charge an administration fee of £5 per payment for payments made by cheque or cash.

Application Fee

A nonrefundable application processing fee of £50 is charged for the first child; £25 for subsequent siblings. This is payable with the application form and **prior** to a formal offer of place.

Deposit

A refundable deposit of 1 month's fee (minimum £100) must be paid **before** the child is accepted onto the school roll. This deposit may be secured against fee arrears or potential costs incurred.

Household income bands and Lower school fees for Class 1/2

INCOME	Annual Fee	Termly Fee	Monthly Fee over 10 months (Sept - June)
£35,000+	£5725	£1908	£573
Assisted Places (limited - by application only)			
£30,000 - £35,000	£4878	£1626	£488
£25,000 - £29,999	£4030	£1343	£403
£20,000 - £24,999	£3183	£1061	£318
Less than £20,000	£2575	£858	£258

Household income bands and Lower school fees for Class 3/4/5

INCOME	Annual Fee	Termly Fee	Monthly Fee over 10 months (Sept - June]
£35,000+	£5850	£1950	£585
Assisted Places (limited- by application only)			
£30,000 - £35,000	£4984	£1661	£498
£25,000 - £29,999	£4118	£1373	£412
£20,000 - £24,999	£3252	£1084	£325
Under £20,000	£2575	£858	£258

Appendix A

TERMS AND CONDITIONS

Payment of fees

- Fees are to be paid strictly according to the payment schedule stated in this Financial Agreement
- If difficulties arise in meeting the payment schedule, parents must contact the school bursar immediately: lancastersteinerbursar@gmail.co.uk.
- If a new payment schedule or a reassessment of fees is requested, fees are due according to this Financial Agreement unless/until the school makes a new agreement in writing.

Notice

- Notice in writing is required if withdrawing a child from the school.
- Fees are due according to this Financial Agreement to the end of the half term notice period.

Notice periods

Withdrawal date (at or before)	Notice to be given by
Autumn Half Term	July 13 th 2018
Christmas Holidays	October 13 th 2018
Spring Term Half Term	December 8 th 2018
Easter Holidays	February 2 nd 2019
Summer Half Term	March 21 st 2019
Summer Holidays	May 4 th 2019

Withdrawal or exclusion

- If a child is permanently excluded from the school/kindergarten for educational or behavioural reasons, at the request of the teacher, fees cease to be payable immediately.
- If a child is withdrawn temporarily and the place is secured for that child, half fees are due. A temporarily withdrawn place is held open for no longer than 3 months.
- Temporary exclusions of less than 5 days do not attract any fee refund/discount.

Arrears policy

- It is the responsibility of the persons named in the financial agreement to ensure that payments are made strictly according to the payment schedule.
- If difficulties arise in meeting a payment by the due date, the parent/guardian must contact the school bursar: lancastersteinerbursar@gmail.co.uk
- If a monthly payment is not received by the end of the month and an alternative payment plan has not been agreed by the school, a written reminder will be sent. An administration fee of £15 will be levied.
- If arrears remain unsettled 14 days after issuing a reminder and if no alternative payment plan has been agreed by the school, a final written invoice will be sent with a £20 surcharge.
- If arrears remain unsettled 30 days after issuing a reminder and if no alternative payment plan has been agreed by the school fee-paying services will be withdrawn:
 - Services for preschool age children will be withdrawn immediately.
 - 14 days notice will be given in respect of services for children over 5 years old, during which fees will accrue according to the schedule in this Agreement.
- If a debt remains 3 months after issuing a reminder and if no alternative payment plan has been agreed by the school or if an agreed alternative payment plan has not been met, the school will take legal action to recover the debt.
- If arrears remain unsettled at the end of an academic year, children will not be re-enrolled until the arrears are cleared.

The school has the right to refuse to provide services to any persons where there has been a previous history of not meeting due fee payments.

The school will open for a minimum of 190 days per school year

Appendix B

Flexi School Policy

"The respect of parent's freedom to educate their children according to their vision of what education should be has been part of international human rights standards since their very emergence."

Flexi-schooling must not be confused with elective home education. Parents / carers have a legal right to choose to home educate their child, but parents / carers do not have a legal right to insist on a flexi-schooling.

Flexi schooling applies to all children of statutory school age – this is children who will be 5 at the start of the academic year in which they are applying for a flexi school place. Usually this means children in the transition class, and lower school.

Whilst a parent / carer may request that their child is flexi-schooled it is entirely at the discretion of Lancaster Steiner School, as to whether or not the school is prepared to agree to a flexi-schooling arrangement, there is no right of appeal to Governors or higher authority if the proposal is declined on application, or rescinded at a later date.

We welcome all children irrespective of background or belief to our school. Our Flexi-schooling provision is only available to children who are currently EHE, and do not have a Statement of Educational Need, with regard to the latter this is due to the Statutory Duty a Statement places on all schools.

We can accept children with a Statement of Educational Need as per our admissions policy & SEN policy, but they are required to attend on a full time basis. The same will apply to children who currently attend on a Flexi-school basis and are found to need statement support.

Admittance

Having expressed an interest in flexi-schooling, your child will follow our standard admissions procedure. However, there will be an additional stage in which you will meet with the class teacher to discuss the needs and expectations of both the child and our school.

During the admissions process you can, if you or child wish, withdraw from the option of flexi-schooling for any reason without challenge. The school reserves the right to also withdraw from a Flexi-schooling arrangement if it is felt that what we offer is not suited to yours or your child's needs.

Process

- A request for flexi schooling must be submitted on the attached form.
- A meeting will be held between you and your child's class teacher to discuss the reasons for the request for flexi schooling
- The college of teachers will discuss the application with reference to the class teacher's recommendation
- A flexi schooling arrangement will be agreed at this meeting and signed by you and the class teacher.

Detail

- Flexi schooling is offered for 3 or 4 days a week.
- 3 days Tuesday, Wednesday, Thursday
- 4 days must include Tuesday, Wednesday, Thursday option of Monday or Friday.
- Children are offered their flexi school place on a yearly basis. Each academic year a new flexi schooling request must be submitted.
- Flexi Schooling can only be offered where there are sufficient spaces within the year group. Full attendance children will be given preference for places.

Financial arrangements:

- Flexi schooling is offered to families on an educational basis. It should not be seen as a way by which lower school fees can be arranged.
- Families applying for flexi schooling solely on the basis of finance may be refused a place.
- Children of statutory school age in Kindergarten, Transition class and classes 1 & 2 may have fees reduced to reflect p/t attendance at the discretion of the school bursar/finance team.
- Flexi schooling does not attract an additional fee discount for children in class 3/4/5.

If a full attendance pupil applies and space can only be made by withdrawing the flexi schooling arrangement, the existing flexi school pupil will be given the option to pay full fee to hold their place or to increase their hours to full attendance. However this change would only take place at the end of the academic year and fees and flexi school arrangement would stay the same for the full year.

LSS Fee Policy 2018/19

Flexi schooling request form

Name of Child

Date of Birth

Name of Parent(s)

Reason for Flexi-Schooling Education

Parents Expectations of School

Child's achievements, skills, hobbies, interests, activities, Levels of Attainment if applicable

Forms in which work from home is shared with school

Written / Verbal / Graphic / Electronic

When working at home what curriculum / educational plan will your child follow?

Steiner Waldorf Curriculum / National Curriculum / Other (please expand)

Other Information Parents wish to share: (expand this area if required)

Pupils must attend for a minimum of 3 days a week with a home school agreement for the remaining hours.

LSS Fee Policy 2018/19

Flexi schooling agreement

Name of Child

Date of Birth

Name of Parent(s)

Class

Class Teacher

In order for a flexi schooling agreement to be valid the class teacher must have carried out a home visit.

Date of home visit

I / We understand that parents retain responsibility for their child's healthcare

I / We understand that parents retain full responsibility for child's safety when not on school premises and whilst under parental care

I / We agree to bring the child to at least THREE days every week

I / We agree to ensure the child arrives by no later than 8.55am for registration

I / We will follow school procedures for reporting absence and illness

I / We understand that a portfolio of work completed at home will be kept by the parent which will be shared with school.

Specific arrangements (to be agreed between parents and class teacher

Parents agree that the following work shall be carried out at home (please tick those applicable)

Weekly reading book

Spellings

Maths Practise

Work on block topic

Nature Walk

Physical activity

Other

The above named child's education will be split between home and school as set out in the above timetable. This timetable may be amended at any time by mutual agreement of the College of Teachers and Parent(s) / Carer(s) should either party express concern that the flexi-schooling option is not benefiting the development of the child named.

All elements of this document are subject to Ofsted / DfE guidance and Statutory Duty, along with all future UK and European Law

Signed (parent):

Print Name(s):

Date

Signed (Class Teacher):

Print Name(s)

Date