

# LONDON STEINER SCHOOL

## Contributions Policy

### 1. Fee Contributions

As an independent school that does not receive state funding, we ask for a 'fee contribution' towards the costs of providing Steiner education to our children. Contributions are intended to be contributions to the cost of providing the education to children across the whole school. i.e. Parents are not being asked directly to pay for the education of their child, but to contribute collectively to the cost of educating all children within the School.

#### 1.1.1 Fee Contributions Overview

The collective contributions enable us to each year provide a total discount (bursary + siblings, staff and loyalty discount) of up to 20% of the school's annual net fee income (excluding materials charge) to children at our school. This is a commitment to our role of educating children from a broad spectrum of society and to making Steiner/Waldorf education a viable choice to families who may otherwise not be able to afford it. For more information regarding **bursaries** and **multiple child discounts**, please see our **Bursary Policy**.

#### 1.1.2 Materials Charge

The Materials Charge includes the following:

- All materials used in class (includes your child's first crayon set on entering Class 1)
- Exercise books
- Paints & clay
- Handwork materials
- Woodwork materials
- Gardening materials
- Premises cleaning

#### 1.1.3 Additional expenses that may be requested

- Occasional items such as a recorder
- Individual Music, Swimming etc. Lessons
- Occasional books (such as a dictionary or a classic novel to be studied)
- Class outings

- Your child's mid-morning snack. In Early Years (3-6 years – kindergarten), the snack is often prepared with the children and will be something like soup, apple crumble or bread and hummus with fruit. The charge for this varies according to the number of days in a term and will be communicated to you by the class teachers at the beginning of each school term. Classes 1 to 8 are asked to bring their own packed lunch of savoury items, fruit and a flask of something to drink (crisps, sweets, chocolate & fizzy drinks are not allowed).
- Eurhythmy Therapy
- Cost for consultation with the school doctor

### **Additional Tuition and Learning Support**

In certain cases additional tuition or therapy may be required for admission and / or attendance of the school. Additional tuition or therapy required on admission to make a pupil ready for the school and / or attendance is charged for as an extra.

### **Fee increases**

The School being a registered non-profit making charity has to comply with changing Charity Commission & Education legislation requirements as well as other inflationary expenses. So it endeavours to give at least one term's notice of a rise in fee contributions; however, they reserve the right to impose a surcharge at any time in the event of a sudden and unpredictable rise in school running costs.

### **Payment**

**Fee contributions are paid in advance**, an initial deposit for new students is made at the beginning of the year and balance of contributions made yearly, termly or monthly. See **1.2 Initial Deposit** and **1.3 Annual Contribution** below.

### **Application Fee**

A non-refundable application fee of £60 per child is to be submitted with the application form. This is to cover the costs of the interview and administration. Please note that there may be a slight variation in the application fee for kindergarten and upcoming Class 1 pupils however, we will advise you accordingly.

### **Leaving**

One full term's notice (or the payment of a further full term's fees in lieu) is required should you leave the school. This notice should be received by the School in writing on or before the first day of term.

## **1.2 Initial Deposit**

All parents/guardians wishing to educate their children at the School are required to pay a refundable deposit prior to their child starting school. This deposit may be kept by The School, at its discretion, against any outstanding monies owed to The School when the child leaves.

To secure a place for your child, parents/guardians are required to pay either:

- £1,000 as a deposit at minimum 6 weeks prior to commencement of the school's academic year in September.\*
- £1,000 as a deposit within 7 days upon receiving a written offer of a place within the school at any other time during the school year.\*

**Failure to make the payment within the time frame specified above will mean your child's place is not secured and that the place will be made immediately available to a child on our waiting list.**

\*Please note that this figure is £500 for kindergarten deposits, with the balance deposit of £500 to be made upon your child moving up to Class 1.

## **1.3 Annual Contribution**

After payment of the Initial Deposit outlined above, parents/guardians are required to fulfil the annual contribution by one of the following arrangements:

### **Yearly in advance**

Payment is to be made by the 5<sup>th</sup> day of the month prior to the month in which your child commences the school year. A 3% discount will apply to payments made yearly in advance, i.e. by 5<sup>th</sup> August.

### **Termly Payments**

Termly payments must be made by the 5<sup>th</sup> of the month prior to the month in which the term starts, i.e. by 5<sup>th</sup> August for autumn term, by 5<sup>th</sup> December for spring term and by 5<sup>th</sup> March for summer term.

### **Monthly Payments**

Monthly payments must be made by Standing Order in 12 equal instalments starting on the 5<sup>th</sup> of the month prior to the month in which your child commences, i.e. from 5<sup>th</sup> August through to 5<sup>th</sup> July.

## **1.4 Payment Details**

Payment details for the school are as follows:

### **Cheques**

Cheques are payable to 'London Steiner School' and can be posted to:

London Steiner School  
9 Weir Road  
London SW12 0LT

### **Direct Bank Transfer (includes standing orders)**

Bank: HSBC  
Sort Code: 40 06 32  
Acc Number: 21276751  
Name: London Steiner School  
Ref: Child's Name (e.g. Joe Smith) and 4-digit reference number  
IBAN: GB81HBUK40063221276751  
BIC: HBUKGB4142T

## **1.5 Parent/Guardian Voluntary Contribution**

The ethos of a Steiner/Waldorf School emphasises that all parents/guardians should contribute to the school where their child is being educated, as this helps both the school and their child's development. In this spirit the school asks that you wholeheartedly commit to volunteering your time and expertise during your child's education with us. Every family is asked to donate 32 hours a year to the school - in particular by helping at school fairs and at the termly workdays, but you could also help with working groups, festivals, and fundraising events. We ask that you fill in a skills list, so we know who we can call on for specific help.

The parents'/guardians' support of the children's life at the school is essential: supporting the child's class teacher by ensuring regular and clear communication through letters, forms, meetings and telephone calls; attending parents/guardians evenings and inviting teachers to make visits to the child's home. Also important is participating in the day-to-day life of the school and attending talks and workshops offered by the school to parents/guardians.

## **1.6 Trial Period**

The **first school term attended** by a child is a trial period for all concerned. Notice on either side should be given in writing **at least one week before the end of term**. If for any reason a child does not complete the trial term, the full term's fees are still payable.

In the event of the College of Teachers deciding, for any reason whatsoever, that a child cannot stay within the school for the full period of the trial term and/or any agreed extension of this trial period, the deposit will be refunded to the child's parents.

## **1.7 Notice Period**

Once fully accepted, parents must give the College of Teachers **one full term's written notice** of withdrawing a child from The School. If one term's notice is not provided, the fees for the next term will be payable to the school in lieu of notice.

**If a child is withdrawn during a term by the parents/guardians, fees for the remainder of the current term and the next full term are payable.**

## **1.8 Financial Difficulty Notification**

The School is committed to assisting all parents/guardians within our community and understands that, from time to time, persons may encounter financial difficulty which may result in an interim inability to meet the required contribution fees. Any difficulty in making due payment of fee contributions must be made known immediately to the school.

This should be done by contacting the Bursar directly on **finance@londonsteinerschool.org**.

If you are unable to speak to either the Bursar or the School Secretary in person do not leave a message, keep trying and also write as detailed above.

### **Please note:**

Unless acknowledged by return email from the addressee, all email correspondence must be confirmed with hard copies to the School secretary as proof of sending. The School cannot and will not accept responsibility in the event of emails not being received or missed.

All notifications of financial difficulty are dealt with the utmost confidentiality and discretion.

A list of the two acceptable contact methods and addresses are listed below:

### **Written notification**

**London Steiner School**

**Att: Bursar**

**9 Weir Road**

**London SW12 0LT**

### **Email notification**

**To: [finance@londonsteinerschool.org](mailto:finance@londonsteinerschool.org)**

**Subject: Financial Difficulty with Annual Contribution**

The school will assess all notifications within 48 hours of receipt and will contact the concerned parties directly to arrange a **financial meeting** with the Bursar and, where necessary, members of the Finance Group as soon as practical.

### **1.9 Financial Difficulty Agreements**

After notifying the school of financial difficulty and having attended a financial meeting, terms of payment for any outstanding and ongoing contributions will have been agreed. Following this verbal agreement, the terms will be agreed in writing.

### **1.10 Arrears Procedures**

The following contains the procedure and timeline for fee contribution arrears:

- a) Parents/guardians who have not contacted the school and who fall into arrears of one payment against their nominated payment method, will immediately be contacted asking them to rectify the situation with payment of the overdue contributions.
- b) If no further communication has been made with the school and the contribution arrears have not been made, the parents/guardian must promptly attend a meeting to resolve the non-payment.
- c) Failure to attend the requested meeting, or if the situation cannot be resolved to the satisfaction of both parties at such a meeting, or if agreed payments are not met at the agreed times, the parents/guardian will be formally requested in writing to withdraw their child from school within two weeks of the date of the withdrawal letter or the end of the school term, whichever is sooner.
- d) Outstanding fee contributions are still liable to be paid to the school even after a child has been withdrawn and debts will be pursued by legal means if necessary.

### **Related Policies:**

Staff Concession Policy

Bursary Policy

**Owner of policy: Desiree Ickerodt (bursar)**

**Date: 26/02/2019 (as per Finance Group meeting on 26/02/2019)**

**Review date: February 2020**