

Fees Policy

Gen. Anders Polish Saturday School in Bristol operates a service which is fair and competitively priced. We aim to offer a high quality service, in a safe and stimulating environment where the needs of individual children are met. You are able to purchase day care from 09.00 – 12.30, Saturdays (see School calendar accessible on the school's website) term time only. Entry Fee is £10.

Individual day rate is currently £10.00 per Saturday per child, £14 per Saturday per two children, £16 for three and more children, subject to review by the school management. All hours must be paid for.

Sickness

If a child is absent due to sickness or other reasons the fee will remain in place as School will have kept their place open and still have to employ and pay staff. In the case of continuing illness please speak to the Head teacher as fees for such absences are at the discretion of the school.

Holidays

Gen. Anders Polish Saturday School is currently closed on all Bank Holidays thus no fee is collected for these days.

Payment of fees

At the beginning of each term parents/carers will be issued an invoice for a term.

Invoices with payment dates and amounts will be sent to the parent/carer. Fees should be paid by a banktransfer- see bank details on our website www.issb.info or by Child Care Vouchers. ISSB is registered with Edenred and Computershare Vouchers schemes.

Late payment of fees

Fees should be paid within two first weeks of the date of invoice issue, If payment is NOT made within this timescale a reminder by text messaged and email will be sent to the parent/carer and payment should be received as soon as possible by the bank transfer with additional £5 administration cost attached.

INTEGRATIVE SATTURDAY SCHOOL LTD.

If fees continue to be outstanding another reminder will be sent to the parent/carer, fees should be paid within 14 days upon receipt of the reminder. Parents/ carers will also be asked to withdraw their child until the outstanding fee is paid. Should the child continues education in our setting, the parents/carers will be asked to pay outstanding fees for remaining terms in advance.

Should a problem arise concerning payment of fees parents should speak to Financial Manager as soon as possible to enable the school to come to an agreement regarding payment. Confidentiality will be assured.

Working Tax Credit

If you receive Working Tax Credit you may be able to get help towards the cost of child care. For further details contact the tax credits helpline on 0345 300 3900 or visit the HM revenue & customs (HMRC) website <https://www.gov.uk/government/organisations/hm-revenue-customs/contact/tax-credits-enquiries>

Termination of the contract

Gen. Anders Polish Saturday School in Bristol reserves the right to terminate the contract without notice in the event of unsuitable behaviour for parents or non-payment of fees following the non-payment procedure. At all other times one month's notice in writing will be given.

If you wish to terminate your contract with Gen. Anders Polish Saturday School in Bristol 4 weeks notice in writing is required.

Signed on behalf of Gen. Anders Polish Saturday School in Bristol:

Rosanna Radlinska-Tyma

(nominated person)

Date: September 2017

To be reviewed in September 2018