

Fees and Financial Information 2023-2024

This document sets out the fees and charges applicable to all children attending Cambridge Steiner School for the academic year September 2023 to July 2024.

The Cambridge Steiner School (the School) is an independent body and charity that raises income through fees and donations in order to provide the best education possible whilst being financially viable. Our financial principles are borne out of a commitment to operate on a balanced income and expenditure budget. The Board of Trustees makes a commitment to ensure that the financial management of the school is sustainable, efficient and effective. Each year the Board of Trustees will, as part of the budgeting process, approve the level of school fees proposed during the budgeting process.

CONTRACT

All parents are required to sign a contract with the school (Admissions Agreement), which outlines the conditions of entry and their responsibilities to the school. By sending their child into school parents signify their agreement to these conditions.

DEPOSIT

Families joining the school are required to pay a one-off deposit of £600 per pupil on acceptance of a place. The school holds this deposit until such times as the child leaves the school when it is returned, providing there is no outstanding debt and proper notice of withdrawal is given. The deposit may also be used to pay for any damage caused or additional expenditure incurred due to the actions of the child.

APPLICATION CHARGES

All new applications incur the following costs:

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| Administration Fee - paid with application form. Non-Refundable. (Additional siblings applying at the same time £40) | £80 per application |
| Deposit - paid on receipt of admittance letter. Refundable on leaving the School (unless there are any fees / expenses outstanding). | £600 per child |

KINDERGARTEN

Our Early Childhood setting provides flexible educational provision for children from birth to 6 years of age. This includes:

- Parent and Child/Baby Groups for children from birth to 3 years of age.
- Buttercups Kindergarten for children from 2 years of age.
- Elderflower/Rosebud Kindergarten provision for children aged 3 - 6.

Buttercups Kindergarten

Sessions run from 8.30am to 3.00pm Monday to Thursday, with an optional early pick up (to be agreed with teachers and parents; no reduction in daily 'fixed' fee).

Elderflower/Rosebud Kindergarten

Sessions run from 8.30am to 3.00pm Monday to Friday.

Children are expected to attend for a minimum of 4 consecutive days, 8:30am-3pm, with a choice to attend either:

- Monday to Thursday, or
- Monday to Friday

There is an option for early pick up, for the settling in period, as agreed between teacher and parents (no reduction in daily 'fixed' fee).

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| Termly Fee: Attendance for 5 days | £3,287 | Yearly Fee: | £9,860 |
| Termly Fee: Attendance for 4 days | £2,629 | Yearly Fee: | £7,887 |

LATE AFTERNOON CARE SESSIONS

Fees and arrangements for the academic year 2023-2024 are currently under review.

EARLY YEARS FUNDING (EYF)

Cambridge Steiner School Early Years is registered with the Local Authority's Early Years Free Entitlement (EYFE) through both Cambridge County Council for 3 and 4 year olds, which is applied from the beginning of the term after a child's 3rd birthday until the end of term in which the child turns 5.

The Early Years Free Entitlement of 15 hours per week can only be taken within specific 'stand-alone*' hours and are subject to availability. The Free Entitlement 15 Hours are Monday to Friday 9am to 12pm **or** Monday to Thursday 9am to 12:45pm. In this way families have the flexibility as to whether to claim 12 or 15 hours of funding per week at our setting.

***Please note that Steiner Waldorf Early Years Education is delivered as a whole curriculum to the child which recommends that all children participate in the full Early Years Session from 8:30am to 3pm.**

The Early Years Free Entitlement is calculated termly and is based on actual weeks/ sessions, therefore the free entitlement amount can vary from term to term.

Please note that any untaken EYFE may be transferable to another setting.

PARENT AND CHILD/BABY GROUPS

For parents (including expectant parents) and children from birth to 3 yrs

Parents can choose to attend one or a combination of sessions. For more details regarding different sessions and a booking form, please email or call the school. We can arrange for you to talk to the group leader and/or attend a free taster session. Sessions are booked half-termly, with an average of 6 weekly sessions.

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| Half Termly fee (per weekly session attended): | £55* |
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** Fees are payable in advance. (Refunds cannot be made for sessions missed. When starting mid-half term, fees are calculated on a pro-rata basis).*

LOWER SCHOOL – CLASSES 1 TO 7

Children aged from 6 to 13 years.

Classes run from 8.30am to 3.00pm Monday to Friday.

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| Termly fee: | £3,338 | Yearly Fee: | £10,012 |
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UPPER SCHOOL – CLASSES 8 TO 10

Children aged from 13 to 16 years.

Classes run from 8.30am to 3.00pm Monday to Friday.

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| Termly fee: | £3,750 | Yearly Fee: | £11,248 |
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GENERAL INFORMATION

SCHOOL LUNCHES

Fully organic and vegetarian lunches and snacks are provided in Kindergarten for an additional cost of £2.95 per day. Children are asked to bring a packed snack and lunch for the Garden/Woodland Day.

Hot organic lunches are also available to Lower and Upper School pupils at a cost of £2.95 per day Tuesday to Thursday. Sign up for all 3 days is required. Please contact reception or check the school website for the current menu/further details.

Lunches are pre-booked on a termly basis (rebates are not given for periods of absence or for changes made after the start of the term).

ADDITIONAL COSTS

There are charges for individual educational items such as recorders, the cost of school trips and/or travel costs for additional school outings. Parents are notified in advance (see Lower School Handbook and Educational Trips and Visits Policy for more details).

SIBLING DISCOUNTS

These are available for all children, at the rate of 20% for the youngest child(ren) enrolled in the School. Sibling discounts do not apply to those already in receipt of another (higher level) discount.

BURSARIES

The school considers applications for fee discounts through our Bursary Scheme, which is based on an evidence-based means test and subject to availability. Families who are unable to meet the required fees can apply to the Community Bursary Fund. Please see our website for further details and a downloadable copy of the Application Form and our Bursary and Hardship Policy. Bursary applications are processed annually in the **spring term for the following academic year** and are open to pupils enrolled in the school and/ or with an offer of a place.

PAYMENT OF ACCOUNTS

Payments can be made by standing order, bank transfer or through your employer's salary sacrifice / childcare vouchers scheme (salary sacrifice schemes can be used until your child is of compulsory school age). **Fees are invoiced before the start of each term and are payable by the first day of the term.** Where a monthly payment plan has been agreed, payments should be evenly split over the term/year and be paid on the same day each month by standing order/childcare vouchers. The method of payment must be agreed with the Finance Officer in advance of the term/year start date.

Please note: All fees are reviewed annually and therefore financial agreements will be valid for the current school academic year.

TERMS AND CONDITIONS

Please note: once we have offered and you have accepted a place for your child at Cambridge Steiner School, that place has then *been reserved for your child*. Therefore, you will be required to pay ALL fees relating to that place for the term. There are no reduced fees for any settling in period in Kindergarten or a late start to the term (or half term) in Lower School.

NOTICE PERIOD

In the case of withdrawal of a child from the School, a **full term's notice** must be given in writing to the Education Manager; fees will be charged in lieu of notice where this has not been received.

For example, if a child is to leave at the end of a particular term, notice must be received before the start of that term. If notice is received after that term has begun, a whole term's notice will not have been provided, so fees will be charged for that term and the next whole term.

CHILDCARE VOUCHERS

We are able to accept Childcare Vouchers provided by some employers for children aged up to 5. **Vouchers cannot be accepted once the child reaches compulsory school age.** Please note that in accordance with HM Revenue and Customs guidelines, compulsory education starts from the term after a child reaches age 5. Prior to that the "education" is deemed to be childcare. Childcare vouchers may also be used towards Late Afternoon Care sessions.

LATE OR NON PAYMENT OF FEES

Please see our '**Non-payment of fees policy**' for more information on how the school approaches late fee payment.

Important Note: Voluntary withdrawal of a child from either Kindergarten or the Lower and Upper School, after formal acceptance has been confirmed and the contract is signed, is subject to **one full term's notice**. This is the case whether withdrawal should take place mid-term or at the end of an academic year.

DONATIONS

Cambridge Steiner School is an independent school that relies solely on parental input and contributions (financial and otherwise) for its financial and environmental wellbeing. The school strongly encourages parents to make additional financial contributions above the prescribed 'fees' wherever possible, towards the provision of educational resources and bursaries. These are best made as 'Gift aid' donations.

Gifts of this nature, both small and large, are invaluable to us as they enable us to provide a better teaching and learning environment for our children, as well as allowing us to maintain a bursary system. Our ability to keep our fees low and access to a Steiner education as broad as possible relies to a large extent on the generosity of those parents who are able to make donations of this kind. If you are able to make a donation, please contact reception for a Gift Aid form, or you can find one on our website. Thank you.

PARENTAL INVOLVEMENT

Parents are expected to take an active role within the school. During the year we organise various events which you are invited to. We run class parent evenings, as well as parent consultations, twice a year which provide an opportunity to discuss your child's progress with your teacher. Parents are invited to join the school PTA, which helps to organise community/ fundraising events such as a community auction, barn dance, sponsored walk etc. Our annual Advent Fair and Multicultural May Fair as well as our Fixing and Feasting events also rely strongly on parent involvement - these are wonderful opportunities for the school community to come together.

Parental involvement is also vital for your child's learning and development as you are the prime educators and know what your child's interests are and their preferred learning style.

CONTACT

The fees will be confirmed in advance of your child(ren) starting at the school, but if you would like assistance in calculating the expected fees or if you have any other questions, please contact our Finance Team: finance@cambridge-steiner-school.co.uk.