

\*Statement Regarding: Calder Valley Steiner Education Policies (CVSE).

The Calder Valley Steiner Education Board of Trustees, are in the process of adapting and developing all policies to have a new focus on Early Years. During this process the Early Years staff and Trustees will adhere to all relevant CVSE policies previously adhered to by the school and the Early Years.

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| **Non-Payment of Fees Policy** | |
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| Date Ratified by management team | September 2017 |
| Status | Ratified |
| Last Review Date | September 2018 |
| Policy Number | CVSE doc 22 |

**Introduction**

The Calder Valley Steiner School is a fee paying school, the school keep the fees at a low rate to enable as many families from many back grouds to attend the school.

The school does have a tiered fees system to enable there to be some flexibility for families.

It is important to recognise that the Calder Valley Steiner school can only keep the school running efficiently and ensure staff salaries are paid in a timely manner if agreed fees are paid promptly.

The school does recognise that families may suffer from finacncial hardship from time to time and is always willing to listen.

**The principles**

* Parents will agree and sign a fees invoice yearly.
* In the case of 2 parents paying separatly both parents need to agree the split and sign the appropriate invoice. NB Both parents are held jointly responsible for the fees being paid.
* Parents will agree payment terms – monthly, half termly, termly or annually.
* Parents will be given a copy of the invoice.
* Parents of kindergarten parents will pay for any additional hours above the free entitlement
* Parents will pay the dinner monies account.

**Non Payment**

* Parents will be reminded if a payment is not made.
* If no further payment is made a letter/email will be sent home to remind parents to pay the outstanding amount.
* In the case of the fees being split between parents, and there are any unpaid fees, both parents will be made aware .
* Please note the reason that both parties need to be made aware is that the fees need to be met on an ongoing basis, and whilst the non paying parent is responsible for any debts occurred(inline with the individual signed invoices) the 2nd parent may need to agree to pay the full fee in order for the child to remain at the school.
* Payment arrears can be agreed to be paid at a lesser amount in order to pay the debt.
* If payment is not met and no agreement can be reached a letter will be sent explaining that if payment is not met the school will have to serve notice (6 week) for the child to leave the school.
* If payment is not met and no agreement can be reached the child will need to leave the school (this is always a last resort and one that the school does not take lightly).

**If the child has left the school**

* If a child leaves the school with unpaid fees (the fees are split over 12 months, therefore all 12 payments must be made) an email will be sent to prompt payment, followed by a subcequent email.
* Charges will be added to the outstanding bill for reminders.
* If no payment or communication follows, the dept will be passed on to a debt collection agency .