



The
Mulberry House
School

IF YOU WANT TO USE CHILDCARE VOUCHERS TO PAY TOWARDS YOUR CHILDCARE COSTS THEN PLEASE READ THE ATTACHED POLICY AND RETURN THE ENCLOSED FORM TO ME BY FRIDAY 27th April 2018.

27th March 2018

Dear Parent

The government continues to make available tax free vouchers for nursery and before and after school care during 2018/19. These vouchers are commonly referred to as childcare vouchers and are obtained through employers' salary sacrifice schemes.

As the school provides childcare to nursery age children and extended care to school age children it is able to accept these vouchers.

Please read the attached policy carefully and if you wish to pay any part of the fees for 2017/18 by childcare voucher please complete the form on page 3 and return it to the school office by **Friday 27th April 2018**. I will then send out a fee statement taking into consideration the amount you will be paying in vouchers.

Please note that the school is unable to accept childcare vouchers for your child unless this form is returned by Friday 27th April.

If you wish to use this method of payment and pay in accordance with this childcare voucher policy, the annual administration fee for 2018/19 is £96 if one parent pays by childcare voucher and £192 if both parents wish to use this method of payment. The charge will be added to your fee account.

If you are not using childcare vouchers to pay towards your child's school fees no action is needed. A fee statement will be sent out to you in June.

Additionally, the school is also registered to receive payment through the tax free childcare scheme. Further information on the scheme can be found here:

<https://childcare-support.tax.service.gov.uk/par/app/eligibility>

If you have any queries then please do not hesitate to contact me.

Yours sincerely



Kathryn Easthope
School Administrator

Headteacher Victoria Playford *Head of Operations and Finance* Vijay Yanna *Director* Bethan Lewis Powell

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The Mulberry House School Policy on the redemption of vouchers for childcare

This policy is effective for the 2018/19 academic year and will be revised annually.

Some employers offer a facility for payment towards childcare provision by salary sacrifice schemes. These are commonly known as childcare vouchers. Please note that not all schools are accepting payment by voucher but we have worked out this policy to enable you to take advantage of the tax benefit. If you wish to take advantage of this scheme, you will need to comply with this policy so that the process works for all and our internal resources do not become over-stretched.

The following conditions apply

1. You agree to pay the administration fee of £96 for one payer using the voucher scheme or £96 for two payers using this scheme.
2. The voucher provider runs an **electronic** voucher scheme.
3. The school is informed by **the deadline stated on the form** of the sums each parent intends to transfer in September, January and April from their electronic account(s). **These sums must be transferred on the 1st working day of September, January and April in the academic year 2018/19.**
4. The amount to be transferred in September, January and April must each be transferred as a **bulk sum. We are unable to deal with monthly transfers.**
5. You should therefore normally be paying five months of accrued childcare vouchers in September, four months in January and three months in April.
6. Your payment should not exceed the fees due for the period (or maximum permitted in the case of full time Preps).
7. Please make the payments on time to **avoid late payment charges**. We suggest that parents put the September, January and April payment dates in their diaries as the school will not send reminders.
8. The child's name is used as the reference on any remittance or bank transfer. The format to be used is **"CHILD'S SURNAME/FIRST NAME"**, so that we know you have paid. (This is particularly important where the payer's surname differs from the child's surname). If the child has siblings at the school, please use the name of the **youngest** child as a reference.
9. **The scheme is operated by one of the childcare voucher providers with whom we are registered.** See the table overleaf for registered scheme providers.
10. Parents are responsible for ensuring that their childcare voucher payment complies with HM Revenue and Customs' rules.
11. You must complete the form attached and return it to the school office by Friday 27th April. **Please note that the form must be returned by this date if you wish to take advantage of the childcare voucher scheme i.e. it must be returned before your fee statement has been issued.** Therefore, if you would like to start taking advantage of this scheme please speak to your employer as soon as possible so that you can complete the form by the above date.

Scheme Providers

Employers usually use scheme providers to administer their salary sacrifice schemes. The table below lists the provider schemes we are currently registered with and our corresponding carer reference, which you will need when instructing payment. If your provider does not appear on the list please contact me.

Voucher Scheme Provider	Our Carer Reference / ID
All Save	CMULBE12
Apple Childcare Vouchers	CA00000443
Busy Bees	Mulberry House School Ltd
Care4	44750303
Computershare	0007870375
Edenred	P302293
Employers for Childcare	11448
Fair Care	MULB0506
Fideliti	MUL007C
Imagine Co-operative Childcare	85013081
KiddiVouchers	EY344974
Kids Unlimited	1683
RG Childcare	76582318287
Sodexo	148080
You At Work	8398

Vouchers for children of school age

Under HM Revenue and Customs rules, vouchers may not be used to pay for normal school fees.

Therefore, **fees for school children attending Preps on a core day basis may not be paid for by voucher.**

For full time children in Preps, you may only use vouchers to fund the cost of the before and after school care. Therefore, the **maximum amount that full time Prep children may have funded by childcare voucher is £4,844**. This is calculated as the difference between the annual full time and core day fees.

We are unable to accept voucher payments for more than this amount from you. When your child approaches Prep class age or is due to leave the school, please ensure that you do not collect more in your childcare voucher account than the amount that you have arranged to pay to the school.

Please note that if we receive more in childcare vouchers than the maximum amount permitted by HMRC, we will have to return the excess you have transferred to your childcare voucher provider. We will not be able to refund the excess to you. You will then need to pay this amount directly to us.

2017/18 Childcare Voucher Form- Return to the office by Friday 27th April 2018

Please complete in BLOCK CAPITALS:

Child's surname	Child's 1 st name(s)
Tracking reference (Please use surname/1st name of youngest MHS child as reference) /

1st Payer

Name			
Contact telephone number:			
Contact Email:			
Voucher amount to be paid on 1 st working day of September 2018 :	£		
Voucher amount to be paid on 1 st working day of January 2019:	£		
Voucher amount to be paid on 1 st working day of April 2019:	£		
Voucher Provider:			
I agree to pay £96 fee which I understand will be added to my fee statement.	Signature		
	Date		

2nd Payer (if relevant)

Name			
Contact telephone number:			
Contact Email:			
Voucher amount to be paid on 1 st working day of September 2018:	£		
Voucher amount to be paid on 1 st working day of January 2019:	£		
Voucher amount to be paid on 1 st working day of April 2019:	£		
Voucher Provider:			
I agree to pay £96 fee which I understand will be added to my fee statement.	Signature		
	Date		