



**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.***

The government continues to make available tax free vouchers for nursery and before and after school care during 2023/24 for parents who are already registered for the scheme. 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 2023/24 by childcare voucher please complete the form on page 3 and return it to me – [bursar@mulberryhouseschool.com](mailto:bursar@mulberryhouseschool.com)

**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

Caroline Bonnor-Moris  
Bursar



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

*This policy is effective for the 2023/24 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. The voucher provider runs an **electronic** voucher scheme.
2. Your payment should not exceed the fees due for the period (or maximum permitted in the case of full time Preps).
3. 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.
4. The scheme is operated by one of the childcare voucher providers with whom we are registered. See the table overleaf for registered scheme providers.
5. Parents are responsible for ensuring that their childcare voucher payment complies with HM Revenue and Customs' rules.
6. You must complete the form attached and return it to me.

This scheme has now been closed to new applicants. If you are not currently enrolled in your employers' childcare voucher scheme you are not able to join. However, you may be eligible for the new Tax Free Childcare Scheme. Further information on can be found here:

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

### 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.



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<b>Voucher Scheme Provider</b>	<b>Our Carer Reference / ID</b>
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 **£1,940 per term**. 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 any outstanding amount directly to us.



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**2023/24 Childcare Voucher Form**

Return to the office by Thursday 7 September 2023 or email  
[bursar@mulberryhouseschool.com](mailto:bursar@mulberryhouseschool.com)

Please complete in BLOCK CAPITALS:

Child's Surname	Child's First Name
Tracking reference (Please use surname/first name of youngest child at MHS as reference)	

**1<sup>st</sup> Payer**

Name:	
Contact Telephone Number	
Contact Email	
Voucher amount to be paid on 1 <sup>st</sup> working day of September 2023:	£ TBC
Voucher amount to be paid on 1 <sup>st</sup> working day of January 2024:	£ TBC
Voucher amount to be paid on 1 <sup>st</sup> working day of May 2024:	£ TBC
Voucher Provider	
	<u>Signature:</u>

**2<sup>nd</sup> Payer (if relevant)**

Name:	
Contact Telephone Number	
Contact Email	
Voucher amount to be paid on 1 <sup>st</sup> working day of September 2023:	£ TBC
Voucher amount to be paid on 1 <sup>st</sup> working day of January 2024:	£ TBC
Voucher amount to be paid on 1 <sup>st</sup> working day of May 2024:	£ TBC
Voucher Provider	
	<u>Signature:</u>