

Policy on the use of Tax-Free Childcare and Childcare Vouchers towards school fees and clubs

Introduction

Heritage School accepts tax-free childcare and childcare vouchers towards the payment of childcare. The guidelines to accepting these payments are as follows:

1. The tax legislation defines 'care' as, "any form of care or supervised activity that is not provided in the course of a child's compulsory education",
2. The care takes place on premises that are covered by the school inspection,
3. The care takes place outside of normal school hours, i.e. hours allocated to the provision of compulsory education,
4. The charge for the care does not include any charges relating to the child's compulsory education.

The distinction between the child's compulsory education and other activities is an important one, since the former is not qualifying childcare. Currently, education is compulsory from a child's fifth birthday until his/her sixteenth birthday.

Activities that tax-free childcare and/or childcare vouchers may be used for at Heritage

Applying these principles to typical scenarios at Heritage, we are able to accept tax-free childcare and/or childcare vouchers for the following only:

- a) School fees for pupils up to and including the term in which they have their fifth birthday
- b) After-school activities on the school premises, e.g. Spanish club, LP stay and play, art club.

How to use tax-free childcare and/or childcare vouchers at Heritage

In order to make use of tax-free childcare and childcare vouchers at Heritage, please ensure the following steps are taken.

1. Notify the finance manager of your intention to use tax-free childcare or childcare vouchers, by emailing accounts@heritageschool.org.uk, giving the following information:
 - a. The name of your provider
 - b. Your child's name and child's date of birth
 - c. The activity or activities you wish to pay for by childcare vouchers
 - d. The amounts and dates of expected payments
2. Please ensure that payments are received within timeframes agreed, otherwise your child may not be allowed to attend the activity and interest may be charged as set out in our Terms and Conditions.

Any questions regarding childcare vouchers should be raised with Mrs Catriona Buchanan, School Bursar.

Authorised by	Catriona Buchanan
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