CHILDCARE VOUCHER POLICY

The Company operates a childcare voucher scheme which is open to all employees. The scheme is implemented as a salary sacrifice arrangement where you exchange part of your salary for childcare vouchers.

The first £55 per week (£28 if higher rate tax applies to earnings or £25 per week if additional rate applies) of the voucher’s face value will be given to you tax and NI-free as long as the following conditions are met:

Condition A:

• the child must be your actual child or stepchild and be maintained (wholly or partly) at your expense or

• the child must be living with you and you have parental responsibility for the child.

Condition B:

Childcare vouchers can only be used to pay for any form of qualifying childcare. Qualifying childcare includes:

• registered childminders, nurseries and play schemes

• school or council-run out of hours clubs

• extended school scheme run by school governing bodies

• childcare schemes run by approved providers

• childcare given in the child’s home by an appropriate registered agency worker

• approved foster carers (but not for their own foster children).

Childcare provided by a relative of the child wholly or mainly in the child’s home does not qualify even where the childminder is registered.

***Condition C:***

The child is a qualifying child. The child will qualify until 1 September following their 15th birthday (or 16th birthday if the child is disabled).

Procedure

You will provide details of your childcare provider to the Company including their registration or approval number together with the date the relevant registration expires.

You must notify the Company of any changes in registration or approval status of your child’s carer or changes in childcare arrangements.

The Company will provide you with a childcare voucher. You will then give this voucher to your qualifying childcare provider. The childcare provider will then sign the voucher and send it to the Company for reimbursement. There is no cost to the childcare provider in receiving payment through childcare vouchers.