

PAYMENT POLICY

St Lucia's Primary School and Nursery have a responsibility to everyone by ensuring that we receive full payment for all the necessary paid services provided for children. This provision includes: school lunches, the Sunrise and Sunset clubs, any after school activity clubs and provision in the Nursery. Collecting arrears is time-consuming and costly. Therefore the Governing Body have agreed the following policy.

1. **Key principles for ALL payments**

- Payment always in advance.
- Non-payment will mean that service cannot be provided (bar the specific exception for school lunches detailed below).
- The school reserves the right to refuse bookings for any service until all payments are up to date.
- The school will try and work sympathetically with parents with any problems whilst aiming to treat all parents equally.
- Due to the costs the school incurs in chasing arrears it reserves the right to charge appropriate recovery costs.

2. **School Lunches**

- Payment by the Monday morning for minimum of 1 week in advance. Paying for longer periods is recommended.
- With any arrears a maximum of 2 unpaid meals will be provided to allow parents to catch up and then make any advance payment.

3. **Activity Clubs**

- These normally involve outside staff and so to ensure proper staffing levels we require payment (and thus commitment) for a whole course in advance. This could be half-termly.
- Payment by the first Monday morning for the whole course.

4. **Sunset and Sunrise Clubs**

- To plan proper staffing levels we require advance payment and commitment for one week in advance.
- Payment for these clubs must be made in advance by the Thursday for the following week.
- Note last minute bookings may be permitted where staffing capacity allows with a surcharge of £1 per child. Payment must be made in advance of the session.

5. **Nursery fees**

- Commitment and any payments are needed half-termly in advance to ensure the proper staffing levels.

6. **Music lessons**

- These are an annual contractual commitment at the start of the school year. Advance payment is required for each whole term. Furthermore, the contract requires a whole term's written notice of any cancellation during that year.

7. **Residential Trips**

- Payment in advance by the specified payment date for each trip. The school will usually agree to an advance gradual payment plan if that helps.

This policy was adopted January 2019 and will be reviewed annually