

### **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*