

MOTTRAM ST. ANDREW PRIMARY ACADEMY



PARENTS' PAYMENTS POLICY

With effect from 1st June 2021 services provided to Parents will be charged as follows:

Out of School Club (ie Breakfast Club and After School Club) bookings will be charged in advance via the School Spider App or School Website <https://www.mottramacademy.org.uk/> using the parent login. No refunds will be made for sessions whether the child attends or not.

If Enrichment clubs are running each after school club session will be charged at £4.50. If Enrichment sessions are not running then the first after school club session will be from the end of school until 5.00pm and will be charged at £9, if the session from 5.00pm to 6.00pm is required then the charge will be £13.50 from the end of school until 6.00pm.

If there is space in after school club sessions can still be made on an ad-hoc basis but parents must get permission from the office first and once booked the charge will apply whether the child attends or not.

If children attend Out of School Club without a booking an additional administration fee will be added to your Parents' Statement and the School may refuse your child the use of the Out of School Club.

Holiday Club sessions once booked will be charged whether the child attends or not.

PAYMENTS NOT MADE VIA SCHOOL SPIDER

Parents' statements are sent out between 18th – 21st monthly for payment by the end of the month. Any queries should be made **immediately** by email to Mrs Woolley: hwoolley@mottramacademy.org.uk

A text reminder that payment is due by the end of the month will be sent out 3-5 days before the end of the month to all parents.

If payment is not received, in full, by the due date then an admin fee of £10 will be added to the statement. Parents who have difficulty paying must agree a confidential payment plan with Mrs Woolley, which can be done by email or in person. The plan will be documented and once agreed must be adhered to.

On the first working day of the month statements will be sent out with the admin fee added with a new deadline for payment of the 8th of the month. On the 9th of the month extra provision will be withdrawn until the statement is paid in full.

In the event that a child leaves school and there is an outstanding amount on the invoice payment will be requested immediately with a 7 day deadline.

If the payment has not been received within 7 days a letter will be sent stating the school's intention to take the parent to the small claims court unless payment is received within 7 days. After 7 days a small claims court claim will be issued.