



## Seven Stars Primary School Payment Policy

Seven Stars Primary School uses Parentpay for all payments coming into school. On arrival at the school you will be issued with a code enabling you to login to the system and set up your account.

Parentpay is used to pay for school lunches, breakfast and after school club, paid nursery sessions and trips and is the preferred method of payment. We will only accept cash in exceptional circumstances.

Parents must ensure that they keep their Parentpay in credit, check the account regularly and not allow arrears to accrue. Seven Stars Primary School is funded by public money and therefore we are unable to offer a credit facility. We do not receive any funding from the Department for Education to run the breakfast and after school club and therefore all funds received from this go directly to paying the staff, food and utility costs.

Parents must ensure they notify school immediately of any change in address, telephone numbers and email addresses.

### School Lunches

School lunches are currently £2.20 per day or £11.00 per week. Children must have funds in their ParentPay account to be able to order a lunch. If there is no money on the account, school will contact the parent/carer and ask them to make payment. If no payment is made, we will then politely ask that your child brings in a packed lunch from home until the arrears are cleared.

### Breakfast and After School Club

Parents must ensure they have funds in their ParentPay account before booking through school. Parents must book their places before Friday 12 noon for the following week. If you wish to cancel your place we must have 24 hours' notice. If we do not receive notice to cancel your place, we will still charge for the place. **The only exception to paying in advance** is if you are paying through childcare vouchers which are paid a month in arrears. If you wish to pay this way, you must inform the school office and notify them of the childcare voucher provider and your childcare reference number.

### Paid Nursery Places

Parents must ensure they have funds in their Parentpay account prior to a child attending a session. If we do not receive funds, we reserve the right to cancel your place until funds are received.

### School Visits

Where a school visit is planned either onsite or offsite, we will ask parents for a contribution towards the cost of providing that visit. If we do not receive enough contributions, the visit will be cancelled.

### Arrears

Seven Stars Primary School will advise parents when they are in arrears on their ParentPay accounts. This will be done by text message and a letter. Parents will be sent 2 letters and after that an appointment will be arranged with the School Business Manager/Headteacher to put a payment plan in to place. We will also look at ways to support parents/carers if they are experiencing financial difficulty.

If subsequently, no funds are received, the arrears will be transferred to the Debt Recovery Team at Lancashire County Council who may seek to pursue the matter through the court system.

**N.B.** It is not our intention to cause financial difficulty or distress and would urge parents/carers if they are in arrears to contact us to work together to find a mutually beneficial solution. Such matters will be treated with confidentiality and sensitivity.