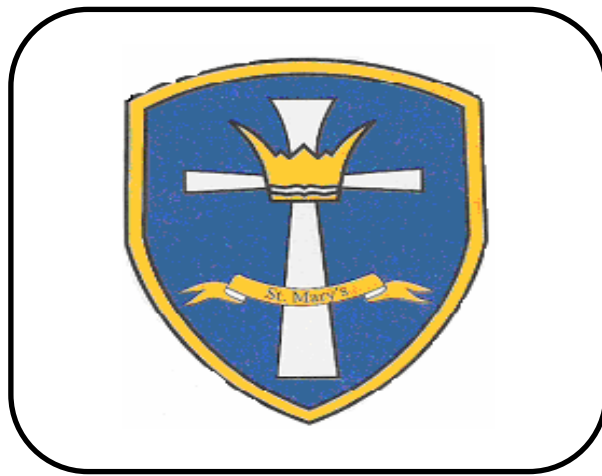


**ST MARY'S CATHOLIC
PRIMARY SCHOOL &
NURSERY
CHORLEY**



Sessional Fees Policy

NURSERY & BEFORE SCHOOL & AFTER SCHOOL

Approved Sept 2016
Review date Sept 2018

Contents

[Statement of intent](#)

1. [Fees](#)
2. [Payment information](#)
3. [Late collection](#)
4. [Difficulty with payments](#)
5. [Debt collection](#)
6. [Roles and responsibilities](#)
7. [The process for pursuing debts](#)
8. [The waiving of debts](#)

Statement of intent

Chorley, St Mary's Catholic Primary School and Nursery aims to provide a nursery, before school and after school experience for children that is high quality and affordable.

This Fees Policy has been established to provide transparent fee information, set procedures for the payment of fees and create a framework for dealing with non-payment in a swift and fair manner.

Parents should be made aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

1. Fees

1.1. **Chorley, St Mary's Catholic Primary School and Nursery** only charges parents for care provided outside of statutory 15 hour provision. Parents will book the required sessions for each week in advance.

1.2. Our fees for the academic year are:-

- Nursery: £12.00 per 3 hour session
- Wrap-a-Round Lunchtime session: £4.00 (if school lunch is required this will be in addition and in line with school meal price, currently £2.20 per meal)
- Breakfast Club: £3.75 per session : Early Bird Session £4.50
- After School Club: £7.00 per session (50p discount for siblings attending ASC only)
- Breakfast and After School Ad Hoc booking Fee: £4.00 on registration
- Breakfast Club Ad Hoc fee: £4.00
- After School Club Ad Hoc fee: £7.30

2. Payment information

- 2.1. Nursery parents will be invoiced monthly in advance for all non-statutory sessions. After School Club and Breakfast Club parents will be invoiced monthly in arrears for sessions booked for their child.
- 2.2. The preferred method of payment is the school's on-line ParentPay system. Payment information will be applied to the child's account.
- 2.3. Payments can also be made by cash or cheque. Cheques should be made payable to **St Mary's Catholic Primary General Account**.
- 2.4. If a parent issues a cheque that cannot be cashed, a **£10** fine will be issued and all future payments will have to be paid in cash.
- 2.5. Payment is required when a child is on holiday or absent due to illness as the nursery or club must hold the child's place during this period and staffing is set according to booked pupil numbers and ratios.
- 2.6. If a child is absent for a long period due to illness, the school will decide on a case-by-case basis as to whether fees will need to be paid for the period. The school's decision is final.

2.7. Invoice payments should be paid within 7 days. Late payments may incur a £10 fine for each week payments are overdue. Parents can avoid this by ensuring the timely payment of fees following the receipt of the invoice.

2.8. 1 months' notice and payment will be required to withdraw your child from the nursery or club.

3. Late collection

3.1. Staffing ratios must be maintained at all times. If a child is collected late, this can lead to staff needing to stay beyond the end of their shift. This incurs a cost for any unauthorised late pickup. Any unauthorised late collection will incur a charge of **£10**.

4. Difficulty with payments

4.1. **Chorley St Mary's Catholic Primary & Nursery** will work with parents to ensure all avenues for assistance with payments are explored. Parents may face financial difficulties and, understandably, would like to ensure as little disruption to their child's care and education as possible. Parents and carers experiencing such difficulties should contact the Headteacher or School Business Manager as early as possible, to reach a suitable arrangement for both parties.

5. Debt collection

5.1. The Governing Body has a duty to ensure the school receives all the funds to which it is entitled including nursery fees, before school fees and after school fees.

5.2. The Governing Body will refer to the School's Internal Financial Regulations Policy in relation to debt recovery.

5.3. A full record will be kept of debts owed to the school for 7 years. This will include all letters requesting money, reminders and invoices.

5.4. The school will not initiate legal action to recover debts. However, we will refer uncollected debts to Lancashire Education Authority to consider such action.

6. Roles and responsibilities regarding debt collection

6.1. The Headteacher and School Business Manager will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates and times of both letters and phone calls.
- A final reminder is sent by recorded delivery to the debtor.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

6.2. The Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery.
- Must approve any legal action taken.
- Will record all approved action in the minutes of the relevant meeting.
- Will adhere to the privacy arrangements.
- May delegate its responsibilities under this policy to the Headteacher

7. The process for pursuing debts

7.1. **Informal reminder** – Within 2 days of late payment, the debtor will be informally reminded in person or by telephone that they owe money to the school.

7.2. **First reminder letter** – If the debt is yet to be paid one week after an informal reminder, a formal letter will be sent to the debtor.

7.3. **Second reminder letter** - If the debt is yet to be paid one week after a first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

7.4. **Final reminder letter** - If no response is received following the second reminder, the school will send a letter to the debtor advising them that they will be referring the matter to Lancashire Education Authority to consider legal action. This letter will be sent by recorded delivery to ensure the debtor has had every chance to respond.

7.5. **Possible legal action** – If no payment is made the Lancashire Education Authority will decide whether to take legal action against the debtor.

8. The waiving of debts

8.1. The waiving of debts is at the discretion of the Headteacher and the Governing Body. A debt may be waived when it is believed the debtor is experiencing serious

Approved Sept 2016
Review date Sept 2018

financial hardship or if all reasonable avenues to recover the debt have been exhausted and it is believed it would not be cost effective to pursue the debt through legal action.

Approved Sept 2016
Review date Sept 2018