



## Saltaire Primary School – School Payment Procedures

### **General Principles**

Our payment procedures reflect the following principles:

- Fair and equitable for all children
- Provision of meals and activities that supplement the curriculum are not for profit
- Non- payment of debts will be pursued to protect the school budget

### **Online System**

We use an online system called SCOPAY. Each parent/carer has a login and uses this to pay online and view their outstanding balances. There is a link on the home page of the school website and an app which can be downloaded for free from your smart phone.

All items can be paid for using this system i.e. wrap around care, school lunches, trips, clubs and activities. We encourage the use of the online system as it reduces the workload in the office and offers each parent/carer the facility to view balances and payments in detail.

***You will be issued with a SCOPay user ID soon after your child starts in September. If you have any issues logging into the system for any reason please do not hesitate to call the office.***

We accept payment for our wrap around care i.e. Breakfast and After School Clubs by **childcare vouchers**. Please refer to the website for details on how to apply to do this: Information, School Payments, Childcare Vouchers.

We do still accept cash and cheque payments to the office but reserve the right to convert to a cashless office at some point in the future. Payments made by cash or cheque should be put in an envelope clearly stating your child's name, class, amount enclosed and the item being paid. Envelopes should be placed in the post box outside the office in KS2 which reduces the traffic at the office window. Cash and cheque payments are entered on the system ensuring that each parent/carer has an up to date record of charges and payments.

### **Payments and Debt Policy**

It is school policy that all half term-debts are paid in full by the end of the half term (see below information for children who are free school meals, FSM, and/or pupil premium). Any child who has an outstanding amount on their account will be contacted by email or letter. Should the debt remain unpaid it is the schools right to ask that a child be given a packed lunch, should the debt be for dinners, or be removed from a club or activity until the debt is paid in full. This policy reflects the principles stated above.

### ***Free School Meals and Pupil Premium***

#### **Any child who is currently on FSM**

- *School Dinners are free*
- *Milk in classes 1 – 6 is free (all children in reception classes receive free milk)*
- *Trips-Non Residential are free*
- *Trips – Residential are chargeable at a nominal amount of £10*
- *Breakfast Club – Free*
- *After School Clubs and Activities- Free*

#### **Any child who is currently on Pupil Premium**

- *School Dinners are payable*
- *Milk in classes 1 – 6 is payable*
- *Trips-Non-Residential are free*
- *Trips – Residential are chargeable at a nominal amount of £10*
- *Breakfast Club is payable*
- *After School Clubs and Activities are payable*

## More detailed information in respect of dinners etc is given below

### School Dinners

- **Meal Preferences**

Parents and carers are asked at the beginning of each year to state what meal pattern their child wishes each week from Monday to Friday. This can be any combination of school dinners and packed lunches brought from home.

This meal pattern dictates the number of meals made and charged by the kitchen and the cost applied to each child's account. It is imperative that each child adheres to their meal pattern. Should a child wish to change their pattern of meals it must be intimated to the office by the child's parent/carer in writing, in person or by telephone.

We recognise that your child may need to change their preference for a day at short notice due to unforeseen circumstances and we will always endeavour to accommodate this.

- **School Dinners Payment**

Each day the system automatically records your child's attendance that day and whether they are school dinner or packed lunch for that day of the week. This in turn creates a liability of £1.90 for each day that they have taken a meal. **The balance owing is always up to the current date.** If you wish to pay in advance for meals you can do so by paying an amount which will show as a credit that will be reduced over time as the meals are taken by your child.

### School Clubs (Excluding Breakfast Cub)

- **Allocation of places**

Each year parents/carers are asked to complete a form stating if their child wishes to attend an after school club. After the given deadline for the return of the form the office will allocate club places and confirm this to parents/carers. Some clubs have limited places and may result in a child only being able to attend for 1 term in the year. It should not be

assumed that a child has a place in a club unless they are informed of this each term.

- **Payment**

Each Monday SCOPay accounts will be updated and show what is due for clubs up to the end of that week. All days will be charged at the given rate for that club even if a child does not attend for any reason.

Payment is due on the basis as all other charges and in line with policy i.e. all payments must be made in full by the end of each half term.

Failure to do so will put the child's place at risk.

- **Giving up a place**

Should a child no longer wish to attend a club parents/carers must give notice verbally or in writing to the school office and their place will be stopped from the end of that half-term. Due to the costs of running clubs, payment will be required for all of the half-term in which a child decides they no longer wish to take up the place.

### **Breakfast Club and After School Club**

- **Applying for places**

Parents/carers who wish their child to have a place at breakfast and/or after school club should complete the 'Wrap around care application form' online on the Parent/Carer tab on the school website. They will then be informed by school if they have been allocated a place and at that point issued with a contract.

- **Contract**

The contract details the agreement between school and parents/carers and must be accompanied by a deposit of £50.00 to secure the place.

This amount is applied to the child's account as a credit when they start.

- **Payment**

Each Monday SCOPay accounts will be updated and show what is due for Breakfast and After School Club up to the end of that week, according to the contract. Should you require additional days these will be charged to your account at the end of each week.

Payment is due on the basis as all other charges and in line with policy i.e. all payments must be made in full by the end of each half term.

Failure to do so will put the child's place at risk.

- **Terminating a Contract**

Should a child no longer wish to attend Breakfast Club and/or After School Club parents/carers **must** give notice verbally or in writing to the school office and their place will be stopped from the end of that half term. If no notification is received then that child's place is still payable.

## **Trips**

All trips and events are also added to SCOpay allowing payment online.

- **Non Residential**

Trips are sometimes organised to enhance the curriculum.

Parents/carers are invited to pay the costs of these trips on a cost only basis. In line with our principles we only charge each child their proportion of the total direct cost of the trip. While we cannot insist on payment nor exclude any child who has not paid, we must make it clear that we reserve the right to cancel any trip that is not financially viable.

- **Residential**

In KS2 we organise residential trips for the children on a cost only and sometimes subsidised basis. A child is not required to attend these trips but should they do so they are liable for the cost of it. We plan these trips well in advance and encourage payment by instalments, all of which are set up on the SCOpay system.