



## Magpies (After School Club)

### Payment Policy

The payment terms for Wilson Magpies are as follows:

- Invoices are raised 1 month in advance and will be delivered to you around the 10<sup>th</sup> of the month.
- **Invoices must be paid by 28<sup>th</sup> month.**
- All payments to be made on line either directly to the school bank account or by using ParentPay.
- Magpies cannot accept cheques or cash at the School Office.
- Childcare Vouchers must also be paid into the school bank account by 28<sup>th</sup> of the month. The parent/carer is responsible for ensuring that their voucher provider adheres to this deadline, giving them sufficient notice so the transaction can be completed on time. (typically 3 days)
- Parent/Carers using PayPoint to add money to ParentPay, should note it can take up to 48hrs to credit the account.
- Any payments received after 28<sup>th</sup> of the month will be classed as a late payment and will carry a £5 admin charge which will be added to the next invoice.
- After 3 late payments, then the place will be lost and offered to the next child on the waiting list.
- Payment history is one of the criteria used during the annual place allocation process for the following academic year.
- Parent/Carers who pay on time by 28<sup>th</sup> of the month will be given priority over those with any record of late payment.

Dated: October 2016

To be reviewed: October 2017

Signed by: Headteacher.....Date:.....

Chair of Governors.....Date.....