



Granby Primary School

Granby Road, Leicester. LE2 8LP

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Headteacher: Mr P. M. Fowler **Deputy:** Miss G. M. Murphy

Dear Parent/Carers

Policy on the Payment of the Provision of Services:

Dinner Monies

Breakfast Club

Afterschool Club

Music

School Trips/Event

As you are aware the Granby School provides a number of services where payments are required, it is School Policy that **all payments for all services must be paid in advance.**

However we do appreciate that at times this may not be possible and if this is the case, can you please contact the Office immediately to advise us of the situation. Otherwise we will assume all payments are made up front or as detailed below.

- **Hot Dinners** must be paid weekly in advance or on the day your child is having a hot dinner, either pay at the Office or put it in an envelope and send it in with your child.
- **Breakfast and/or Afterschool Care** must be paid at the beginning of each term or in some circumstances we will accept payments weekly/monthly in advance, where this has been agreed with the School.
- **Music** must be paid at the beginning of each term, without exception.
- **School Trips/Events** monies must be paid by the date requested or in advance of the school trip/event taking place.

The Schools preferred payment method is "Online" (If you have not set up your Online payment process, please contact the Office), however we will accept cash or cheques payable to "Granby Primary School".

It is School Policy to send reminder texts and debt letters and all payments must be cleared at the end of each term and cannot be carried over.

If payments are still not received your services will be cancelled within 14 days of non-payment.

I hope this provides clarification as to how and when monies must be paid for services. If you require any further information please contact the Office.

Thank you

Mr Peter Fowler
Head Teacher