

PAYMENT ARRANGEMENTS

Please see below the Payment Timetable for the Autumn Term.

For payments in excess of £10, we will issue receipts, which will be distributed via your child's classteacher during the week. This will apply to payments for: school lunches, school clubs, music lessons, and school trips. Please note, the arrangements may be different for privately run clubs, such as Dance, Drama, French, etc.

Wherever possible, please pay by **cheque**, with details of your child's name, class and activity on the reverse. **We will only accept cash if it is placed in an envelope, clearly marked with your child's name, class and relevant activity.** I am afraid we do not take credit or debit cards.

First two weeks of term	Lunch Money Breakfast Club Money
Mondays	Lunch Money – weekly payments
3rd week of term	£30 Annual School Trip contribution
4th week of term	Clubs and Music Lessons
	Sayers Croft & PGL – separate arrangements (Yr. 5 & Yr 6 parents to be advised)

If payment is not made during the relevant payment period, I am afraid children risk losing their places in clubs. May I also remind you that, if lunch money is outstanding for more than two weeks, the school, under the direction of the LA, will not be able to serve your child a lunch.

At the beginning of each week, we will remind parents - by text – which payments are due that week.