

The Maelor School – School Bus Transport Information 2018/19

Payment of Fees

Transport fees are calculated for the whole year and paid monthly over 12 months from September to August inclusive. Any fees incurred for cheques returned by our bank as a result of insufficient funds will be added to your account.

You can discuss any payment issues with the **Finance Officer – Sandra Jackson or Business Manager – Andy Heron** by contacting the school. Any information given, is treated in the strictest of confidence as part of our confidentiality agreement.

Fees

For 2018/19 the cost of transport will be £19.00 per week, payable for the 38 school weeks. This totals £722.00 for the year, payable at a rate of £65.64 per month over 11 months (Sep 18 – Jul 19).

A discounted rate of £16.50 per week is available, for 2018/19, for any sibling. Once again, the cost is per week over 38 weeks, which makes a total of £627.00 per year, or £57.00 per month over 11 months (Sep 18 – Jul 19).

PAYMENT ARRANGEMENTS

As the school uses ParentPay for payment of transport fees, you will be issued with the login details separately by letter. Once you have these, it is very important to activate your account immediately and make payment on a regular basis, ideally monthly for school transport and no less than termly to avoid the building up of arrears on your account.

Absence

There will be no refunds if your child is absent through illness. If, in exceptional circumstances, holidays are taken during term time, the full fee is still payable – there will be no refunds for days missed.

Notice of Leaving

You need to give notice of the intention to have your child/children removed from the transport, or to reduce days. Any outstanding fees will need to be paid in full up to the date of leaving.

Non Payment of Fees

If any family anticipates that they will not be able to pay their fees on time, they should discuss this with the Finance Officer or Business Manager without delay. Any information discussed is treated in the strictest of confidence as part of our confidentiality agreement.

The policy of the Governors is to ensure that all viable steps are taken to recover money due to the school. **Any debt recovery action will incur additional charges.**

The Governors aim to minimise the number of instances that credit is given and to take prompt and appropriate recovery action in respect of unpaid debts.

- Outstanding debts will be monitored regularly and an initial letter sent out via parentpay to inform you of your arrears on your account.

- After 7 days a first reminder will be issued, if no payment has been received
- After a further 7 days a final reminder will be issued requesting immediate payment.
- After a further 7 days further services to the bad debtor will be embargoed and referral made to the appropriate Debt Management Agency.
- Other schools will be notified to prevent the debtor defaulting on possible other debts.

If no payment for the balance in fees is forthcoming the School will instruct a debt collection agency to collect the fees. The School has engaged the service of Daniels Silverman Limited, additional charges to recover any debts will be added for this purpose and a three step process of recovery will be followed:

1. A letter before action will be sent after the Governing Body have taken the decision to pursue any outstanding debt.
2. If this is not responded to within 10 days a Court Action will be issued.
3. If the debt is still not paid then the solicitors will move to Judgement and Execution and the debt will be repaid by this means.

Please be aware that when securing a transport place for your child(ren) that you will sign as having read and understood the terms and conditions of this letter.