

The Maelor School – Maelor Sixth - 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. Fees will be payable using the school Parent Pay facility (a link is available from the school website) and first payment should be made in September 2018

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.

From experience, most payers like to pay monthly but as long as fees are received to cover each term costs (Autumn, Spring and Summer) then this will be acceptable. The minimum payment via Parent Pay is shown below.

Transport costs for 2018/19 should be settled and upto date by no later than Monday 31st August 2019.

Fees

For 2018/19 the cost of transport will be £418.00 per year or £11.00 per week. Payable at minimum rate of £38.00 per month over 11 months (Sep 18 – Jul 19).

FIRST PAYMENT ARRANGEMENTS

Existing students will have Parent Pay accounts already and this method for payment will be welcomed. New students without accounts will have an account created and details sent to parents/carers as soon as possible in September 2018. Should you have not received these details by Friday 28th September 2018, please contact the school

Please return the completed application for transport form to:

**Finance Office (School Transport)
The Maelor School
Penley
Wrexham
LL13 0LU**

Regular payments can be paid using your Parent Pay account either online or at your local Pay Point. Should you need the facility to pay via Pay Point, please contact the school.

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.

- 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.