



Greswold Greyhounds Payment Policy

Audience	School based staff Parents
Co-ordinated by	A Hall
Date written / reviewed	July 2026
Date of next review	July 2027
To be reviewed by	K Scott
Associated Governing Body Committee	Finance

School Vision Statement

To provide an inclusive learning community where every child matters

Aims and Expectations

Our school aims to embed the principles of BRICKS:

- Belonging
- Respect
- Independence
- Curiosity
- Kindness
- Success

School Aims

- *To provide a high standard of education in a stimulating, varied environment in which children can learn effectively;*
- *To create a caring atmosphere in which children are taught good citizenship, are happy and encouraged to act independently and foster self-discipline;*
- *To encourage the children to co-operate with, understand and care for others from all backgrounds and abilities, thus children are guided into responsibility not only for their own development but also that of the whole school family;*
- *To ensure that every child, whatever their ability, has the right and opportunity to attend our school with appropriate resources and support wherever possible, and to have access to a broad and balanced curriculum;*
- *To create, maintain and develop a physical and emotional atmosphere where children are stimulated to develop powers of observation and lively enquiring minds;*
- *To develop an understanding of decision-making and the need for rules, maintaining a continuous effort to improve standards for the general good and success of all.*

Greswold Greyhounds Payment Policy

Payment Policy for Greswold Greyhounds

1. Parents/Carers will receive an email on the first day back from any half term or new term confirming that all regular childcare bookings are on the IPAL system. It is the parents/carers responsibility to ensure and confirm they are correct.
2. All same day booking requests are due for payment or notification of payment at the time of the booking being confirmed with the Greyhounds office.
3. Payments for regular bookings are due in full within 5 working days after the half term or full term holiday or from when the booking was added and confirmed. The first day school is open after any school holiday will be 'working day 1'.
4. If payment or notification of payment is not received by 'working day 5', a reminder email will be sent.
5. If payment or notification of payment is not received by 'working day 8' a letter from the Headteacher will be sent asking for payment within 2 working days.
6. If payment or notification of payment is not received by 'working day 10', a late payment charge of £20.00 will be added to the childcare account.
7. If there has been no communication between parents/carers and the Greyhounds office to offer a reason for late payment of fees and the fees remain unpaid, this matter will be referred to the Greswold School Governors. This could result in the childcare place being withdrawn and any sessions that are outstanding will be referred to the council's debt collection team.
8. Non-payment of same day bookings will follow the process as outlined in points 3, 4, 5, 6 and 7 of this policy.