

Finance Guide for New Parents

During your child's time at Court Moor School there will be a number of occasions when you will have financial dealings with us, whether these are for lunches, trips, music tuition or other things about which you will hear from time to time. This information is intended to help with some of the common queries that have been asked by parents in the past. May I assure you that, in all our requests for payment, we never seek to make a profit, just to cover costs.

What types of payment does the school accept?

Online payments are preferred for cashless catering, music tuition and most trips. Cash and cheques are also accepted in exceptional circumstances.

Who is the payee for cheques?

All cheques should be made payable to "HCC Court Moor School". NB If you make a mistake when writing a cheque, please sign in full against the correction – the bank may not accept initials only.

May payment for more than one item be made with the same cheque? May more than one reply be put in the same envelope?

In your child's days at Court Moor, he/she may be invited by different departments to buy various items. Each letter will give details as to whom the reply is to be given and it is important that your child does this as he/she will need to collect the item from that place. **Paper replies, if required, should not be given to form tutors or to reception.** If in doubt, your child should go to the finance office, which is open daily from 8.15am – 2.45pm. Replies from siblings for the same item may be paid for with one payment. Online payments are the preferred method. Payments for different items (two different trips / cashless catering and a revision guide etc.) should be made on separate cheques please as should cheques for revision guides for different subjects. Online payments may be made for more than one item.

Are receipts given?

Receipts are given for cash payments of more than £15 for trips. When paying online, two confirmation e-mails are received. No receipts are given for cheque payments or for cash paid onto a child's cashless catering account.

Is it possible to get change?

We do not give change for notes unless a purchase is being made. No change is given for cashless catering payments, if you send your child in with a £10 note the whole amount will be put onto their cashless catering account. We encourage online payments so your child is not carrying cash in school.

What items are sold by the finance office?

On a regular basis pens, pencils, rulers, rubbers, protractors, pairs of compasses, maths sets, calculators, whiteboards, whiteboard pens and whiteboard erasers, replacement cashless catering cards, printer credits, house badges and ties, gum shields and shin pads are sold. These items can be paid for with the cashless catering card (money is deducted from the account) or with cash. Tickets for plays and concerts etc. are sold there too. From time to time other items will be available and the children will be told about these.

If the letter refers to a 'named envelope', what details are required?

Your child's name, tutor group and the subject matter of the payment e.g. Art book, Y7 theatre trip should appear on the front of the envelope. The finance office receives payments for a variety of things at the same time and unlabelled envelopes may result in the payment being attributed to the wrong item. If this is unclear the money will be credited to your child's cashless catering account. To avoid this confusion we recommend paying online.

Do trips have to be paid for?

For many years now, it has been a government requirement that payment for the non board and lodging element of any trip is requested as a 'voluntary contribution'. However, if the recommended contribution is not made by each participant, the trip will almost certainly have to be cancelled.

Is financial help available?

If your child is eligible for Free School Meals or Pupil Premium, you may be able to get help towards the cost of music tuition, curriculum trips and various equipment including revision guides. Please contact me to discuss this when the occasion arises. I regret that we are not usually able to offer financial help in other situations but please don't hesitate to get in touch to discuss your circumstances.

Are refunds given for trips?

With day trips, the cost is made up from the ticket and travel costs which will have been paid in advance, so it is only possible to give a refund if we can find a replacement child to go instead. If your child is ill on the day of the trip it will be very unlikely that it will be possible to give a refund.

Residential trips usually have a deposit which becomes non-refundable once your child has been offered a place. The only occasion where this would become refundable is if your child is not able to go for a reason which enables us to claim on the school travel insurance, for example hospitalisation.

If a cheque which is sent into school 'bounces', what happens?

In the first instance I will contact you with evidence of the problem and request payment, including any charges that our bank has made. In the event of non-payment or repeated problems we will no longer accept cheques from you and require all payments to be online.

Are any more details available?

Please see the information sheet about cashless catering for full details of that system.

I hope this information will be of use to you.

Mrs Sarah Davis
Finance Officer

(Updated July 2021)