



Barrowby Church of England Primary School

Electronic Payments Policy

1. Introduction

- 1.1. Electronic payments reduce cash handling and banking in school, and parents have indicated that they welcome the opportunity to pay/make voluntary contributions on line. At present, this is only possible for school uniform purchased through the School Trends website.
- 1.2. An extension of our home/school communications provider, Arbor allows us to co-ordinate payments/donations, parental permissions, and letters under one system.
- 1.3. Parents who prefer to do so will still have the option to pay/make voluntary donations at the school office.

2. Charges

- 1.1. Payments via Arbor attract transaction fees for debit cards and credit cards. In order to cover this cost, school will add an appropriate amount to charges/requested voluntary donations.
- 1.2. The same amount will apply to parents paying in school via cheque/cash, to cover administration and banking.
- 1.3. We will endeavour to minimise charges wherever practicable.

3. Usage

- 1.1. Parents are encouraged to order uniform via the website. In order to avoid confusion, Arbor is not used for uniform sales.
- 1.2. Residential Visits: School is permitted to charge for residential visits. Parents will be able to pay electronically in instalments: First deposit then the remaining balance by instalments of their choice with the minimum being £5.00.
- 1.3. County Music Service: Parents will be able to pay fees termly.
- 1.4. Class visits and whole school/class events in school: School cannot charge for educational visits or events in school, however, the electronic 'payment' system may be used for them to make voluntary donations for a class visit. The words 'voluntary contribution' will be used in the transaction title, to avoid any confusion – e.g. 'Year 3 Belton House voluntary contribution'. The nature of the contribution will also be made clear to parents by letter, for each visit.
- 1.5. Swimming: A voluntary contribution is also requested towards the cost of swimming lessons. Parents will be able to make this electronically in a ½ term block.
- 1.6. All monies paid electronically will be paid into School Fund by the service provider. Where appropriate, funds will then be transferred into School Budget. Parental

payments cannot go straight into the School Budget, as the school does not have an individual bank account.

4. Electronic Payments Policy Review

This policy is reviewed by the Head teacher, staff and Governors in accordance with Barrowby School's Policy and Review Cycle for approval by the Full Governing Body, every 3 years.

Last reviewed: September 2025

Next review: September 2028