



Leigh Church of England Academy

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Parent/ Carer MCAS Balance T&CS 2026

Use of school-funded services, including but not limited to school meals, wraparound care, and nursery provision, constitutes agreement by parents to the following terms and conditions.

School Meals

- MCAS balances may accrue a maximum overdraft of **£30**
- Once the £30 limit is reached, parents/ carers will receive a notice of payment due.
- Parents/ carers will then have **7 days** to clear the balance.
- If payment is not made within this period:
 - School meal services will stop immediately, and packed lunches should be provided from home.
 - A formal notice will be sent to parents/ carers and relevant staff members.
 - The official Academy Debt Recovery Process will begin.

Wraparound Care

- All bookings must be made via MCAS and paid for at the time of booking.
- If a late notice booking is made directly via the school, an additional **£2.50** fee will apply.
- If a child is not booked in for wraparound but is not collected by the end of the school day, they will be charged the late charges for wraparound until the time they are collected.
- MCAS balances may accrue a maximum overdraft of **£30** for late bookings
- Once the £30 limit is reached, parents/ carers will receive a notice of payment due.
- Parent/ carers will then have **7 days** to clear the balance.
- If payment is not made within this period:
 - Wraparound services will stop immediately, children will only be able to attend school during the legally enforced hours of 8.45am and 3.15/ 3.30pm.
 - A formal notice will be sent to parents/ carers and relevant staff members.
 - The official Academy Debt Recovery Process will begin.

Nursery Fees

- It is the parents/ carers responsibility to ensure they keep their details up to date on the Gov.UK website to ensure they continue receiving funding.
- Sessions outside of funding vary, parents/ carers are sent a breakdown of these when their child is registered.
- Fees are added half- termly onto MCAS, at the start of that half term. Parents carers have until the last day of that half term to make payment.
- If not paid by this date, parents/ carers will receive a notice of payment due.
- Parent/ carers will then have **7 days** to clear the balance.
- If payment is not made within this period:
 - Nursery sessions will stop immediately, children will only be able to attend school during their government funded hours.
 - A formal notice will be sent to parents/ carers and relevant staff members.
 - The official Academy Debt Recovery Process will begin.



Part of the Diocese of Coventry Multi Academy Trust
An exempt charity and a company limited by guarantee, registered in England and Wales No 8422015.
Registered Office: The Benn Education Centre, Claremont Road, Rugby, CV21 3LU





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School Trips

- Class teachers will provide as much notice as possible about planned school trips, and the cost will be added to MCAS.
- Payment is requested to be received by the **week before** travel, or at the very latest the day before.
- If payment is not received, there is a risk we are unable to cover the cost of enough places on the trip, or the trip in its entirety.

As a Trust we take the non-payment of debts very seriously as it impacts of the funds available for the academies to deliver education to the children. Under the Diocese of Coventry Multi Academy Trust's Debt Collection Policy, the academy will take all steps necessary to recover amounts owing to the trust.



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