

# St Chad's C.E. (C) Primary School

## Debt Recovery Policy



We are a Church of England School and our policies are written with a commitment to our Christian Character, which is rooted in the Bible.

*All Scripture is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, for instruction in righteousness, that the person of God may be complete, thoroughly equipped for every good work. (2 Timothy 3:16-17)*

**This policy is available on our school website and is available on request from the school office. We also inform parents and carers about this policy when their children join our school.**

**This policy will be reviewed in full by the Governing Body on an annual basis. This policy was last reviewed and agreed by the Governing Body on 8<sup>th</sup> November 2023 and is due for review in November 2024.**

Signature *J Brennan*

Joanne Brennan

Headteacher

Date: 8<sup>th</sup> November 2023

Signature *Z Comley*

Zoe Comley

Chair of Governors

Date: 8<sup>th</sup> November 2023

Publication

Date: 9<sup>th</sup> November 2023

Renewal

Date: 7<sup>th</sup> November 2023

### Dinner Money

Payment for school meals should be paid in advance via ParentPay.

The school office will reconcile each day the payments received to the meals ordered and any discrepancy will in the first instance result in a message to the parent/carer to request payment. Any parent/carer whose debt value reaches £10 will then be contacted via phone call requesting immediate payment.

If payment is still not received within 5 school days of the contact attempts above, then the parent/carer will be informed by letter that the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following policy regarding unpaid meals:

A meal will be served until the arrears reach £20 after which point no further meals will be served and the parent/carer will be advised to provide a packed lunch for their child.

### Music Tuition

Music lessons are provided by the school at a charge to the parent/carer of a child. Parents/carers are informed of the cost upfront and have a commitment to pay for a term regardless of whether the child continues with the lessons. Parents/carers also commit to submitting a term's notice to end their child's music lessons.

A notification from ParentPay is sent to the parent/carer on a termly basis asking for payment. If payment has not been received by the end of the term prior to the lessons commencing, the child's lessons will be cancelled.

## **Nursery Top Up Fees**

Nursery top up fees are invoiced via ParentPay on a half termly basis and payment must be made for the additional sessions before each half term commences.

In the event of non-payment, the parent/carer will be notified that their child will not be able to attend the additional nursery sessions until payment has been made.

## **Residential Visits**

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Payment must be made in full before the departure date or the child will not be allowed to attend.

## **Remissions**

In some cases governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of; extended school activities, music tuition or residential visits. This is included within the Charging and Remissions Policy (reviewed annually).

## **Lettings**

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the Charging and Remissions Policy.

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void and the client will be refused future hires.

## **Writing Off Debts**

When all practical and cost-effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.