

# 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.**

**Signature J Brennan Headteacher 27<sup>th</sup> November, 2024**  
Joanne Brennan

**Signature Z Comley Chair of Governors 27<sup>th</sup> November, 2024**  
Zoe Comley

**Renewal Date: 26<sup>th</sup> November, 2025**

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## **Dinner Money**

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 via ParentPay to the parent/carer to request payment. Any parent/carer whose debt value reaches £10 will then be contacted via message, phone call and letter 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 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 to the pupil 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.

Payment for school meals should be paid via ParentPay in advance of the meal being taken.

## **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 half term's notice to end their child's music lessons.

Payment for music tuition should be paid via ParentPay in advance of each term commencing.

## **Lunchtime Wraparound Fee**

Pupils who attend our Nursery on a fulltime basis will be charged £10 per week for lunchtime wraparound care. This is due to a fulltime Nursery place totalling 32.5 hours per week and the maximum government funding the school can claim is for 30 hours per week. The £10 charge is to cover the additional 2.5 hours per week that the Nursery pupil attends the school.

Payment for lunchtime wraparound care should be paid via ParentPay in advance of each half term commencing.

## **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 Board 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.