



# Highfields Primary School Debt Policy

## Dinner Money

Payment for school meals should be paid in advance via parent pay.

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 phone call to the parent/carer to request payment. Any parent/carer that has not made payment by the end of the week will be sent a letter requesting immediate payment. This will be sent with the child and emailed.

If payment is still not received within 5 school days 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 until the arrears reach £20/ 5 meals after which point no further meals will be served

## Extended school activities

Payment for extended school activities should be made in advance and clearly marked in a sealed envelope with the name of the child, amount and day/s that the care is required or payment made via ParentPay.

Accounts are reviewed on a half termly basis. If in the event that payment has not been made then parents/carers will be sent a letter and email requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and the debt will be referred onto the County Council for recovery.

## 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 full year) regardless of whether the child continues with the lessons.

A statement is sent to the parent/carer on an annual basis asking for payment. If payment has not been received by October Half Term a further reminder is sent. In the event that no payment is received the debt will be referred onto the County Council for recovery.

## Board and lodging on 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 to 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

## School Debt Policy Proforma

Finance January 2017 Version 2



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 Charges 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.

Approved by Governors on 25.3.21

A handwritten signature in black ink, appearing to read 'S. Swales', is written over a horizontal line.