

# School Debt Policy

From 1<sup>st</sup> September 2018

Approved by Governors:	5 <sup>th</sup> February 2019
Signed:	
Print Name:	DAVID CONVEY Vice-Chair
Date:	5 <sup>th</sup> February 2019
Review Date:	September 2020

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

# **BALDWINS GATE CE (VC) PRIMARY SCHOOL**

## **School Debt Policy**

### **Introduction**

The school's governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

### **Aims and Objectives**

- To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations.
- To protect the delegated school budget.
- To apply this policy consistently to ensure debt is dealt with in a timely manner.
- To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

### **The Debt Recovery Process**

Baldwins Gate Primary School has their own procedures in place which are used to collect income. However, in the event that payment is not forthcoming within 10 school days then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/ business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

It should be noted that whenever a debt is accrued every effort will be made to negotiate a Debt Recovery Plan but where, after three consecutive months it has not been possible to establish such a plan or a plan has not been adhered to, the governing body retain the right to remove access to specific services, namely the school's extended provision and peripatetic music lessons.

### **Dinner Money**

Payment for schools meals should be paid in advance and made via ParentPay. The school office will reconcile each week 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 letter will be sent home with the child.

If payment is still not received within 10 school days then the parent/carer will be informed that an official invoice will be raised and the debt recovery process applied.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served irrespective of whether the parent has paid.

### **Morning Break**

Morning Break is available at a charge to the parent/carer of a child. Morning break is administered on a termly basis using ParentPay. Parents wishing to order morning break for their child must ensure payment is made via ParentPay by 9.00 am on the first day of term. Morning break will only be ordered for those children whose parents have ordered/processed payment using ParentPay.

### **Extended School Activities**

**(includes breakfast and afterschool club and nursery wraparound)**

Payment for extended school activities should be made in advance. Accounts are reviewed on a weekly basis. If in the event that payment has not been made then at the start of the following week parents/carers will be sent a letter requesting payment.

Any non-payment after 10 school days will result in the debt being referred onto the County Council for recovery. If the official invoice is not paid within 28 days the governing body remove access to the provision.

### **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 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 line with the School's Charging and Remissions Policy, if parents are experiencing financial difficulty they are invited to discuss the matter in confidence with the Headteacher. Parents of children who receive free school meals are offered the option to make a reduced payment.

### **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.