



DEBT MANAGEMENT POLICY

This Policy has been compiled recognising the difficulties placed on Headteachers in balancing the social welfare of pupils with the management of the school's budget.

If debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay debts incurred by parents which most people in the school community would feel was unacceptable.

All emails will be through the Bromcom system.

All correspondence with Parents by email, telephone and face to face will be recorded in the communication log

Dinner money

Dinner money payments should be received in advance or on a daily basis rather than in arrears.

The school will not tolerate debt amounting to more than one-week (five days) payment, currently equating to £12.50 per week.

- Two meals unpaid an email will be sent
- Three meals unpaid parent will be telephoned
- Five meals unpaid the matter will be referred to the School Business Manager and a formal letter sent to the parent stating the amount of the arrears and requesting that the child either brings a packed lunch to school or goes home for lunch until the debt is cleared
- If the problem persists an appointment with the Headteacher will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed
- If the matter remains unresolved, the Headteacher will decide how to address the situation, which may include referring the debt onto The Tarka Learning Partnership or a debt collection agency.



Nursery fees

Nursery fees should be received in advance or on a monthly basis rather than in arrears.

All nursery fees must be cleared by each half term or no further paid places will be offered to the child

- Where a payment is not made at the end of the month a reminder will be sent to the parent by email.
- If payment is not forthcoming within 4 days of the contact the parent will be telephoned.
- If a child has 2 weeks of unpaid nursery fees the matter will be referred to the Headteacher and a formal letter sent to the parent stating the amount of the arrears and withdrawal of the nursery place
- If the problem persists an appointment with the Headteacher will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed
- If the matter remains unresolved, the Headteacher will decide how to address the situation, which may include referring the debt onto The Tarka Learning Partnership or a debt collection agency.

Breakfast and After School Club

BASC fees should be received by the end of each month. One off sessions should be cleared the day of the session.

All BASC fees must be cleared by each half term or no further places will be offered to the child.

- Where a payment is not made at the end of the month a reminder will be sent to the parent by email.
- If payment is not forthcoming within 4 days of the contact the parent will be telephoned.
- If a child has 2 weeks of unpaid BASC fees the matter will be referred to the Headteacher and a formal letter sent to the parent stating the amount of the arrears and withdrawal of the BASC place
- If the problem persists an appointment with the Headteacher will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed



- If the matter remains unresolved, the Headteacher will decide how to address the situation, which may include referring the debt onto The Tarka Learning Partnership or a debt collection agency.

School Visits

Each visit letter will state the following wording-

“We are asking for a voluntary contribution of £**. Whilst, this is a voluntary contribution request, it is based on everyone paying. Unfortunately, if we do not receive enough contributions the trip may not go ahead. Any money paid for a trip that is subsequently cancelled will be refunded to parents in full.”

Every effort will be made to recover outstanding visit payments by email, telephone and through the Newsletter. However, as contributions are voluntary a date will be agreed to stop requesting any payments for each trip.

If there is an outstanding debt that is not cleared, any BASC sessions that may be required in the future will not be permitted.

The school can adjust how debt is managed through this policy if an acceptable reason is provided and the school is fully satisfied that the outstanding amount will be fully paid within an agreed timescale.