



## **William Law C E Primary Academy**

### **Debt Policy**

Policy shared with staff on Intranet [by email/staff briefing]

Policy confirmed by the Governing Body of William Law CE Primary Academy on:

Date:

Signature:

Policy to be reviewed on:

*This policy is written in line with the Christian values and ethos of our school*

This policy has been written to help our school to adopt a consistent approach to debt with a view to complete elimination. It provides clarity and consistency in managing debt and will also help parents and carers clearly understand what is expected of them.

The Governors at William Law CE Primary School take the stance that the best system of approach is a 'NO DEBT' policy. Our school only offer free school meals to children whose parents qualify for Free School Meal (FSM) entitlement and/or Universal Free School Meals (UFSMs), applicable to children in Years R – 2.

### **School lunches**

Children will not be provided with a school lunch unless it is paid for in advance (except for those children entitled to FSMs and/or Universal Free School Meals).

The charge for a school lunch is £2.30 per day, per child; if your child(ren) have a school lunch every day, therefore £11.50 should be paid on Thursday morning before the week they have a school meal either via Parentpay or cash/cheque to the school office in an envelope with the child's name on. If a child is absent, a credit will remain on the account and be given against the next weeks' lunches. Cheques should be made payable to William Law CE Primary School.

If a parent or carer genuinely forgets to pay, the school may grant a debt allowance of one meal. However this debt must be paid by the end of the day of receipt or at the latest the next day and future meals must be paid for in advance before any more meals are provided.

If the debt is not cleared, parents and carers must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the office will phone the parent or carer asking them to come to school with the money or provide sandwiches before lunch time. No more school meals will be allowed until the debt has been cleared.

If parents and carers make no attempt to clear the debt or provide a packed lunch for their child(ren), the school will send a final letter from the Headteacher warning that legal proceedings may be taken.

### **School Lunches Debt policy implementation**

#### Indicator: No money has been received for a child's lunch

1. Is this child entitled to a FSM/UFSM, are dates correct?
2. Is there a possibility that payments have not been credited?
3. Send a 'no funds reminder' eg, phone or letter

#### Indicator: A child continues to order a lunch without funds

4. Ensure procedure 1-2 above has been followed
5. Has this parent made contact?
6. Send a 'debt reminder' eg, letter generated via email or post

#### Indicator: A child comes to school again without the debt being paid or being provided with a packed lunch

7. Have all the checks been completed above and every endeavour to contact parents/carers?
8. School office phone's the parent or carer asking them to bring either the money or sandwiches into school before lunchtime. School will no longer provide a school meal
9. The Headteacher sends a final outstanding debt letter
10. Further action taken as necessary.

## **Other services eg, Before and After School Activity Clubs**

Children will not be admitted to the Breakfast or After School Activity Clubs unless parents and carers have paid in advance of attendance.

Parents and carers who are experiencing difficulty paying for a chargeable service offered by the school should inform the school office immediately. In most circumstances a payment plan can be agreed to help parents clear their debt to the school as soon as possible. Large debts left unpaid will be legally recovered.

## **Breakfast and After School Activity Club Debt policy implementation**

### Indicator: A child's account goes into debt

1. Is there a possibility that payments have not been credited?
2. Send a 'debt reminder'

### Indicator: A child's account remains in debt

3. Check process 1 & 2 have been actioned.
4. Has the parent made contact?

### Indicator: A child comes to Breakfast or After School Activity Club again without the debt being paid

5. School phone's the parent or carer to ask them to bring the money into school as soon as possible or placement is forfeited. If hardship, then organises a re-payment plan to get account back into credit.
6. Monitors, and if remains in debt then child(ren) is/are removed from club.
7. Headteacher may begin legal proceedings to recover debt.

## **Key Information**

- A copy of this debt policy is available to view on the school website
- All services provided by the school including lunches or before and afterschool activity club care must be paid for in advance.
- Parents and carers who don't want their child to have a school lunch should provide a healthy packed lunch.
- All parents and carers will be provided with a copy of this policy when their child(ren) are admitted to this school.
- Parents and Carers will be reminded of this policy annually at the beginning of the academic year via parents post and the school website.

## **Monitoring and review**

The Finance Committee will review and monitor outstanding debts from information contained in a termly debt report provided by the School Business Manager to make a decision about pursuing outstanding debts through legal proceedings.