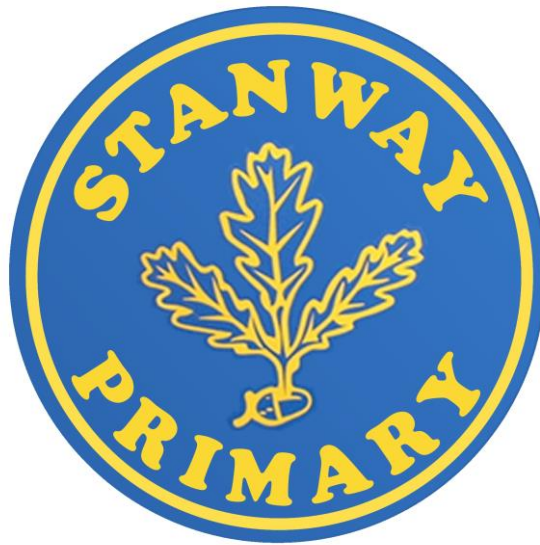


STANWAY PRIMARY SCHOOL



DEBT RECOVERY POLICY

**Policy adopted by
The Resources Committee:**

Spring 2025

Review Date:

Spring 2026

STANWAY PRIMARY SCHOOL DEBT RECOVERY POLICY

1. Introduction

This policy sets out the procedures to be followed in managing and recovering debts owed to the school. Any money owed to the school has a negative impact upon the school's finances.

2. Policy Statement

The School and the Governing Body:

- Is committed to applying a fair and consistent approach to debt management and recovery.
- Is committed to working with parents to provide additional support and/or repayment options to suit personal circumstances.

3. School Meals

All pupils in Early Years, Year 1 and Year 2 are entitled to receive Universal Infant Free School Meals.

Pupils in Key Stage Two (Year 3, 4, 5 & 6) will not be provided with a school meal unless paid for, except those confirmed as entitled to free school meals.

To check if you are eligible, you can complete a quick online form. All you will need is your name, DOB and NI number. Anyone can make an application, please follow the link: www.fsm.lgfl.net it will let you know straight away. Alternatively, you can come in to the office and they can check for you whilst you wait.

All Parents are required to book for their children's school meals in advance. Meals should not be ordered on the day.

All payments must be made and received in advance.

4. Extended day

The school runs a Breakfast Club and an After School Club which is available to all pupils.

Parents are required to complete booking forms which can be collected from the school office. In accordance with the Terms and Conditions of the Extended Provision Clubs, all payments must be made in advance of the date of attendance.

A general reminder message will be sent via Arbor (MIS) weekly for any outstanding balances on a pupils account. The follow message is sent to requests that the balance is cleared as soon as possible.

Dear Parent,

We've noticed that ^{Customer Account} account has a balance of ^{Customer Account Balance} and could do with a top-up. Please make a payment as soon as possible.

5. Procedure for collection of Arrears

Any money arrears will be identified by the school on a weekly basis.

The Governing board has agreed that the school must not allow arrears to accumulate and therefore to follow the below procedure:

Stage 1:

A general reminder message will be sent via Arbor (MIS) weekly for any outstanding balances on a pupils account. Please see below:

Dear Parent,

We've noticed that ^{Customer Account} account has a balance of ^{Customer Account Balance} and could do with a top-up. Please make a payment as soon as possible.

Stage 2:

A second general reminder message will be sent via Arbor (MIS) weekly for any outstanding balances on a pupils account. Please see below:

Dear Parent,

We've noticed that ^{Customer Account} account has a balance of ^{Customer Account Balance} and could do with a top-up. Please make a payment as soon as possible.

Stage 3:

After three weeks of arrears has been accumulated, a phone call will be made to the parent/carer informing them of the outstanding urgent payment.

Where payment is still not received for dinner arrears, and the child arrives at school without a packed lunch this will be referred to the school safeguarding team.

Where payment is still not received for extended provision arrears, the school reserves the right to cancel the child's place with immediate effect.

After the third reminder the Governing Board will review and decide whether legal proceedings should be taken.

6. School Residential Trips

In accordance with the DfE advice, Charging for School Activities (May 2018) the school can charge for the costs incurred for board and lodging as part of a residential visit.

Information about any residential visit is provided in advance of the trip.

Parents are advised of the cost of the visit and are given the opportunity to pay by instalments.

Financial support is available for pupils from low-income families. All parents are encouraged to contact the school if they have any concerns about meeting the cost of the trip; the school is committed to ensuring that children do not miss out on this experience and will do all it can to support families.

The trip must be paid for in full before the trip takes place. If there are payments outstanding, a final decision about the action to be taken will be at the discretion of the Headteacher.

7. Summary

The school is committed to working with parents/carers, but we accept that on occasions arrears may arise for various reasons. If any parents/carers are experiencing financial difficulty please contact the school at the earliest opportunity so any concerns or worries can be discussed confidentially.

8. Policy Review

This policy should be reviewed annually.