



Elkesley Primary and Nursery  
School

# Debt Recovery Policy

Compiled by	Mr C Marsh	January 2024
Agreed by	Staff	
Approved by	Governors	February 2024
Date of Review	January 2026	

## **Introduction**

Any money owed to school has an impact on the budget and may affect the resources we can provide to all children.

We hope that parents understand this and will make every effort to avoid owing the school money.

The school will take all reasonable measures to collect debts as part of its management of public funds and will make all parents aware of this policy and the schools procedures by being sent a letter as shown in the Appendix. This policy and information will also be published on the school website.

### **1. Breakfast and After-School Clubs**

We recommend that payment is upon booking and a credit balance is maintained at all times. Payment is required for all days booked even if the child does not attend, the exceptions being when school is closed. Should the child no longer require a place the parent/carer is to advise the School office in advance, otherwise the parent/carer is still liable for charges.

**Parents/carers are not permitted to fall into arrears for more than one week. All outstanding balances must be paid within 48 hours of Friday's SchoolMoney notification. Should the parent/carer fall into arrears and fail to make an immediate payment, the club place will be suspended until the arrears is paid.**

### **2. School Lunch**

When a child has a school lunch , it must be booked on SchoolMoney. Payment should be made upon booking to ensure a credit balance is maintained at all times.

**Parents/carers are not permitted to fall into arrears for more than one week. All outstanding balances must be paid within 48 hours of Friday's SchoolMoney notification. Should the parent/carer fall into arrears and fail to make an immediate payment, their child will no longer be entitled to a school lunch and that they should send their child to school with a packed lunch.**

**Failure for the parent/carer to provide their child with a packed lunch may result in further action being taken.**

### **3. Tuck Shop**

When a child has tuckshop, it must be booked on SchoolMoney. Payment should be made upon booking to ensure a credit balance is maintained at all times.

**Parents/carers are not permitted to fall into arrears for more than one week. All outstanding balances must be paid within 48 hours of Friday's SchoolMoney notification. Should the parent/carer fall into arrears and fail to make an immediate payment, their child will no longer be entitled to tuck shop.**

### **4 Reporting of outstanding debt levels**

The Head teacher/School Business Manager will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the Finance Committee and/or Governing Body.

The Finance Committee and/or Governing Body will review the level of outstanding debts every term to determine whether this level is acceptable and whether action to recover debts is effective. Details of all reminders will be maintained in school. Where a letter is issued, a copy must be retained in file.

#### **4. Debt Recovery Procedures**

Where payment from the parent/guardian has not been received the following process should be applied.

##### **First 'overdue payment' reminder letter**

If by Monday no payment has been made the 1st formal reminder letter will be sent home advising if full payment is not received immediately their child's breakfast club/after-school club/school lunch place WILL be suspended.

##### **Second 'overdue payment' reminder letter**

If full payment is not received by the following day the 2nd formal reminder letter will be sent home advising their child's breakfast club/after-school club/school lunch place HAS been suspended. Payment or a repayment plan must be made by Friday otherwise place will be cancelled. A follow up phone call will be made to the parent/carer as they will need to make other arrangements.

##### **Third (FINAL) 'overdue payment' reminder letter**

If by the following Monday no payment or response is made, the 3rd formal reminder letter will be sent home advising this is a Final reminder and payment must be received by Friday otherwise this will result in the school taking possibly legal action.

#### **School Leavers**

When a child is leaving it is imperative for the school office to check the balance of the child's account and refund any credit balance and obtain any debt outstanding.

In the event of a child leaving Elkesley Primary School with an outstanding debt, the Governing Body will need to consider whether to write off this debt or pursue payment by other means including making a claim in the Small Claims Court.