

# ALL SAINTS' C.E. PRIMARY SCHOOL, ALREWAS

## DEBT RECOVERY POLICY STATEMENT



***'Believe to Achieve'***

### Mission Statement

*'To provide quality education for our children in a happy, secure Christian environment, encouraging pupils to achieve their potential academically, spiritually and socially.'*

### **Statement of Intent.**

The aims and objectives of All Saints' Primary School in formulating this statement are:

- To reduce and eradicate wherever possible money owed to school by parents.
- establish appropriate ways of dealing debt incurred
- to ensure that all children, staff and parents are aware of this Policy and fulfil their obligations to it

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 money to school. School will take reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off or passed onto an external debt collecting agency only after all reasonable measures have been taken to recover it. This policy will observe the relevant financial regulations and any other legal requirements.

## Protocol for Dinner Money

Parents of children in Key Stage 2 who are not eligible for FSM, are responsible for providing their child with a lunch to eat at the designated time during the school day. This may be a packed lunch or a school dinner. It is a requirement that any parent who opts for their child to have a school dinner, not entitled to FSM must pay in advance using Parent Pay on a daily, weekly or termly basis. Each Friday, dinner money debt will be checked and parents informed by text about any debt incurred. In cases of debt having reached £10 for a child, this will result in school making contact to explain that there will be a hot meal provided on that day, but no more until the debt is cleared. (Parents will be telephoned and also receive a follow up explanation in writing). Children will NOT be refused food. A sandwich, piece of fruit and drink will be provided and charged at £1. If the debt is still not cleared after a further 2 weeks of sandwich meals it will be considered a welfare issue and appropriate action will be taken with the use of outside agencies. We may also decide to start legal proceedings to recover the debt. The same procedures will be followed for parents with debts dating back 28 days or more.

Parents with outstanding debt will be encouraged to make contact with school so that it can be discussed. We may be able to help with applications for FSM or set up a payment plan until the debt is reduced.

## Reporting of Debt Levels

Debt will be monitored daily. Suitable records of individual debts and action taken will be recorded. The Finance Committee will review levels of outstanding debt every term to determine whether the levels are acceptable and if action being taken is effective and consider whether policy needs to be changes.

## Payment for Milk

As from September 2016, payments for milk are made at the start of each half term, to cover the whole half term. Late payments will not be accepted. Parents who miss this deadline will have to wait until the following half term.

## Evaluation and Review.

Reviewed September 2016

Next review date November 2017