

Park Street C of E Primary School & Nursery



Debt Recovery Policy

Version	2.0
Name/Department of originator/author:	
Name/Title of responsible committee/individual:	Resources Committee
Date issued:	October 2018
Review frequency:	Every two years
Target audience:	Headteachers and Governors

The governing body shall conduct the school with a view to promoting high standards of educational achievement.

Park Street Primary School is committed to eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole school community.

Park Street Primary School will promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs and will actively challenge any member of the school community expressing opinions contrary to fundamental British Values, including 'extremist' views.

Version	Date	Notes
1.0	15/12/2015	Approved by Resources Committee
2.0	9/11/2017	Approved by Resources Committee
3.0	26/10/2018	Approved by Resources Committee

Statement of Intent

The Governing Body has a duty to ensure that Park Street School receives all the funds to which it is entitled. Any money owed to the school has an impact on the budget and may affect the resources that 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 vigorously collect a debt as part of its management of public funds.

Park Street CofE Primary School and Nursery's Debt Recovery Policy will observe the relevant financial regulations and guidance set out in the Financial Handbook for Schools and any other legal requirements. In particular:

- the Governing Body will not write-off any debt belonging to the school which exceeds £500. Any sums above this will be referred to the Director of Children Schools and Families for approval and the formal agreement of the County Council's Finance Director obtained before writing-off. (If any debtor has a number of debts which together exceed the write-off limit then these will be treated as a total amount).
- a formal record of any debts written off will be maintained and this will be retained for 7 years.
- Park Street CofE Primary School and Nursery will not initiate any legal action to recover debts, but will refer any debts which it has not been able to collect (unless a decision to write-off the debt is demonstrably a reasonable course of action) to the County Secretary to consider taking legal or other action to recover the debt. If debts remain outstanding after follow up by County, and have been returned to the school, we may then take legal action to recover the debt.
- the school will NOT write-off any debt belonging to the County Council or another party, e.g. debts for school meals. If in doubt as to the appropriate action to collect any such debts the school will seek advice promptly from officers of the County Council.

School Meals

Park Street School has a zero debt approach and therefore requires that all school meals should be paid for in advance. In order to do this parents should ensure that there is always money in their child's Gateway account. At the beginning of each school year all parents will be asked to confirm their intentions regarding school meal times through a confirmation slip. They will be asked to update the school in writing if things change part way through the year, ie, moving from cooked meals to packed lunch. They will also be asked to confirm that they understand the School's school meal policy and procedure for dealing with debt.

Parents will be invoiced for school meals at the beginning of every half term. An

initial reminder will be sent immediately if this is not paid followed by a reminder 2 weeks later with a date to pay by. A final reminder will be sent one week after that together with a warning that if the debt is not paid they will have to provide their child with a packed lunch or collect them and take them home for lunch. This will occur if the debt reaches £30. If the parent fails to adequately provide for their child the school will feed them but a referral to Social Services may be made.

Instrumental Music lessons

Payment for these goes directly to the provider via the school. There is a £20 charge per term payable to the school for children on free school meals.

Swimming lessons

The school organises swimming lessons for all children in years 1 to 3. These take place in school time. We have to charge for this activity and for transport although it is a voluntary payment.

Parents and Carers are asked to pay for all the lessons even if their child misses the activity.

Voluntary contributions

Trips arranged during school hours.

Special events in school.

Sporting events requiring transportation.

Residential trips.

Parents will be asked for contributions for any of the above. If they are unable to afford the full cost they should make an appointment to speak to the Headteacher as it may be possible to arrange for regular small payments to be made. If there are not enough contributions to make any activity viable and there is no way to make up the shortfall it will be cancelled.