



## St Michael's CE VC First school Stone

### Debt Collection Policy

This policy currently relates only to contributions for non-voluntary payments that the school presently collects.

Where appropriate, this debt collection model may be used for any other monies the school wishes to collect in the future.

Within this policy, the use of the term "parent" shall relate equally to parents, guardians and/or carers. In individual cases of hardship, the Head Teacher may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

- a. School Lunches** Parents are encouraged to book their child's lunch online via school money and therefore pay in advance. Any lunches taken during the week are recorded onto School Money on the Friday of that week. A text and email reminder is then sent to parents, asking them to log on to School Money and pay any outstanding lunch arrears that are due to be paid with immediate effect. The following procedure will be followed:

- 1) If payment has not been received when the total amount of lunches due is the equivalent of two weeks worth of lunches (ie. £22.50) a phone call will be made to parents
- 2) If payment or response from parent/carer has not been received one week later they will be contacted and asked to meet with the headteacher, in order to work towards a payment plan to repay the debt.
- 3) If the payment plan is not adhered to, parent/carers will be called to another meeting with the headteacher to discuss what further action can be taken. This will include refusing to provide a school lunch for the child until arrears are paid. If a child is sent into school with no lunch a phone call will be made to the parent before lunch asking them to provide a packed lunch.
- 4) If the debt is still outstanding despite repeated contact with the parents then an official Staffordshire County Council invoice will be raised.

- b. Year 4 residential trips.** For payments not received, where alternative arrangements have not been made, the following procedure will be followed:

- 1) Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.
- 2) The Headteacher will discuss with the parents concerned a payment strategy.
- 3) If full payment has not been received prior to the start of the planned trip, the head teacher will contact the parent by phone and will remind them that their child will be unable to take part unless payment is made. It will then be at the headteacher's discretion as to whether or not the child takes part.

- c. Wraparound fees.** At the end of the current month all of the following months charges will be added to School Money for any prebooked sessions. These must be cleared before the end of the month in which they occur. Any adhoc sessions that have arisen during the month can be cleared with the following months booked session payment, or if there are no further booked sessions they must be cleared by the end of the month following the month in which they occur. The following procedure will be followed:
- 1) If payment has not been received by the end of the second month a phone call will be made to parents
  - 2) If payment or response from parent/carer has not been received one week later they will be informed that we can no longer provide wraparound provision until the arrears have been cleared.
  - 3) If the payment plan has been agreed but is not adhered to, parent/carers will be called to another meeting with the headteacher to discuss what further action can be taken.
  - 4) If the debt is still outstanding despite repeated contact with the parents then an official Staffordshire County Council invoice will be raised.
- d. Nursery fees.** Any privately paid Nursery fees will be invoiced in the month in which they occur. The parent will received a copy of the charges and a text/email reminder from School Money so that they can pay the charges online. The following procedure will be followed:
- 1) If payment has not been received by the end of the second month a phone call will be made to parents
  - 2) If payment or response from parent/carer has not been received one week later they will be informed that we can no longer provide wraparound provision until the arrears have been cleared.
  - 3) If the payment plan has been agreed but is not adhered to, parent/carers will be called to another meeting with the headteacher to discuss what further action can be taken.
  - 4) If the debt is still outstanding despite repeated contact with the parents then an official Staffordshire County Council invoice will be raised.
- e. Debt Write Off** If the Head Teacher is of the opinion that a debt is impossible to recover, the write off limits set out below will apply:
- a. Approval by the headteacher for any debts of less than £100.
  - b. Approval by the Finance Committee for any debts between £100 and £500.
  - c. Approval by the Governing Body for any debts over £500

Policy reviewed March 2019

Signed..... Chair.....