



Millfield Primary School

Debt Recovery Policy

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 Governing Board of Millfield Primary School has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds.

Aim

The aim of this policy is to:

- ensure that the governing body complies with the Staffordshire County Council Scheme for Financing Schools and Financial Regulations;
- to protect the delegated school budget;
- to apply this policy consistently to ensure debt is dealt with in a timely manner;
- to ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

School Meals

Payments for school meals are made using the ParentPay online service and parents / carers are regularly reminded through the school newsletter, web site and text messaging service that these accounts should always be kept in credit.

We operate a system whereby we contact parents as soon as possible to inform them if accounts go into debit, and that action should be taken to rectify this situation in order for pupils to continue to have school meals.

If a child's account shows a debt of more than the cost of three days meals, the provision of meals will be withdrawn with immediate effect, and parents will be requested on the fourth day to provide their children with a packed lunch until the meals are paid for.

If it is not possible to contact parents / carers on the fourth day then the school kitchen will provide a packed lunch for pupils, however there will be a subsequent charge for this meal.

Millfield Primary School – Code of Conduct

We never hurt others with words or actions.

We listen carefully, work hard and try to do our best at everything.

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Residential Visits

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments via ParentPay.

Payment must be made in full before the departure date or the child will not be allowed to attend unless otherwise agreed in writing with the Head teacher.

Music Tuition

Music lessons are provided by the school at a charge to the parent/carer of a child via ParentPay. Parents/carers are informed of the cost upfront and have a commitment to pay for a term regardless of whether the child continues with the lessons.

A request is sent to the parent/carer on a termly basis asking for payment.

If payment has not been received a further reminder is sent.

In the event that no payment is received the debt will be referred onto Staffordshire County Council for recovery.

Remissions

In certain cases governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of; extended school activities, music tuition or residential visits. This is included within the Charging and Remissions Policy (reviewed annually).

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the Charges and Remissions Policy.

An invoice will be sent through the Staffordshire County Council system.

Failure to pay on time will result in the debt being referred to Staffordshire County Council for recovery. The letting agreement will be void and the client will be refused future hires.

Writing off Debts

When all practical and cost effective methods of debt recovery have been exhausted by Staffordshire County Council, the school will be notified of the amount of debt that is considered to be irrecoverable. The governing body will take into account the age and size of each debt and any advice from Staffordshire County Council before making a decision to write off debt

Date approved: April 2019

Date of next review: April 2020

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