



St Leonard's CE (A) First School

Debt Recovery Policy



'Let your light shine before others so that they may see your good works and give glory to your Father who is in heaven.'

Matthew 5:16

Adopted by the Governing Body:

Feb 2023

Date for review: Feb 2024

Date of last policy reviewed	Changes made
September 2018	Dates were the only changes made.
September 2019	Dates were the only changes made.
January 2022	Dates were the only changes made.
March 2023	School lunch prices increased. Morning drinks, music lessons and wrap around care added. Debt letters for wrap around care added.

Debt Recovery Policy - March 2023

This policy relates only to contributions for School Lunches, morning drinks, music lessons and wrap around child care. Where appropriate, this payment 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 the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

Parents will be advised towards the end of each half term what the cost of meals, drinks, music lessons and wrap around care will be for the next half term. Additional wrap around care can be added to the bill throughout the half term.

Payment is expected

The following procedure will be followed:-

- 1) If payment has not been received 2 weeks into the half term, the school Administrative Officer will bring this to parents attention and ask them to complete their payment.
- 2) If payment or response from parent/carer has not been received 3 weeks into the half term, they will be contacted and asked to meet with the Headteacher. This may involve an agreed payment plan.
- 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.
- 4) If no payment has been received after 1 term, Governors will be informed.

Debt Write Off

If the Head Teacher is of the opinion that a debt is impossible to recover, the write off limits set out in the SCC Schools Financial Procedures 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.

Appendices:

- A. School Meals Payment letter to new parents
- B. Reminder Letter School Meals
- C. 2nd Reminder Letter School Meals
- D. Letter from Headteacher

Appendix A

Dear Parents/Carers

RE: School Meals

As some of you may be new families to the school, this letter is to advise you all about school meals. The cost for meals currently is £2.83 a day (£14.15 a week). At St Leonard's we are committed to offering the children nutritious good quality meals through our catering provider.

We request that school meals are paid for half termly in advance or you can pay weekly via the online parent pay system. The half termly cost of school meals will be published in the school newsletter. We would really encourage all parents to check eligibility for and apply for free school meals as it has benefits for your child, family and the school.

If you are in receipt of some benefits, you may be eligible for free school meals; this must be applied for. If you need further information please contact the school office. or the Staffordshire County Council www.staffordshire.gov.uk

Yours Sincerely,

Julie Amos
Office Manager

Appendix B

Dear

I am writing to remind you that according to our records, you have arrears on your child's ParentPay account.

Our records show that as of , your outstanding balance for is for your child .

We would appreciate it if you could arrange for this to be paid as soon as possible. You can make payment by logging into ParentPay.

Your username and password are:

User Name Password

You can check your account balance at anytime by logging into your ParentPay account. You also have the option to use the Auto top-up feature for school meals which will automatically top up your child's lunch balance when it falls below a set value.

If you have any queries regarding these arrears or if you are having difficulty making payment please contact the school office to discuss options for repayment. We are here to help.

Yours sincerely

Headteacher

Appendix C

Dear

Pupil: Class:

I am writing to remind you that according to our records, you have arrears on your child's dinner money account. In order for your child to continue to receive school lunches it is important to keep your account in credit.

Our records show that for your child Class: at your debt is. If you have any queries regarding these arrears or if you are having difficulty making payment please contact the school office to discuss options for repayment. We are here to help.

Please arrange for this to be paid as soon as possible by using ParentPay, our secure online payment system. You can use the login previously provided. Please visit www.parentpay.com

Your username and password are:

User Name Password

You can check your account balance at anytime by logging into your ParentPay account.

Non-payment for school meals affects the quality of service we are able to offer to the children therefore we need to try to ensure that all accounts are up-to-date.

Yours sincerely

Headteacher

Appendix D

Dear

FINAL OUTSTANDING BALANCE REMINDER

Our records show that you have still not paid dinner money for your child Class:

As at your account is showing an outstanding balance of .

Please arrange for this money to be paid immediately. Failure to bring your account up to date could result in your child being denied a meal and the school having to proceed with its debt recovery procedures.

Once the outstanding balance is cleared please ensure your child's school meal account remains in credit.

You have two ways to pay the outstanding amount:

1. Online payment via ParentPay

Please visit www.parentpay.com and login using your username and password:

User Name Password

If you have any queries regarding these arrears, please contact the finance office immediately.

Yours sincerely

Headteacher