



St Leonard's CE (A) First School

Debt Recovery Policy

Responsibility of:

Finance Committee

**Developed in consultation
with:** The Governing Board

Office Manager

Adopted by the Governing Body:

Jan 2022

Date for review: Jan 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.

Debt Recovery Policy - Jan 2022

This policy currently relates only to contributions for School Lunches, which are the only non-voluntary payments that the school presently collects. 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.

a. School Lunches

Parents will be advised towards the end of each half term what the cost of meals will be for the next half term. Unless payments are made weekly via the online parent pay system, payment is expected to be made in advance, at the start of each half term. Payment is expected to be made via the online parent pay system.

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 £2.20 a day (£11.00 a week).

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.

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

Administrative Officer

Appendix B

Dear

Re: School Meal Payments for

has been taking school meals this term, but the school has not received any dinner money for this term.

School meals should be paid for half termly, or weekly via the online parent pay system. Please could you arrange payment as soon as possible.

Yours Sincerely

Julie Amos

Administrative Officer

Appendix C

Dear

Re: School Meal Payments for

Further to my letter of , we still have not received any payment for 's school meals this term. To date your account stands at £ .

School meals should be paid for half termly, in advance, or weekly via the online parent pay system.

The school must pay for the provision of school meals and in us covering your payment we lose money from our school budget that should be supporting children's learning. It is important that you start paying immediately or we may be forced to hand this over to our governing board. If you are having difficulties paying please make an appointment to see me so we can arrange a payment plan.

Yours Sincerely

Kelly Stanesby

Headteacher

Appendix D

Dear

Re: School Meals

I am writing to you about your school meal account for . To date the payment owing is £
As you know the school policy is that school meals must be paid for in advance, or weekly.

I am therefore asking that you make an appointment to see me as soon as possible so we can discuss a repayment plan and a way forward to ensure that meals are paid for each week. Please phone the office to arrange a suitable time.

It is essential that you start paying immediately or the Governors may need to look at this matter.

I look forward to meeting with you to resolve this issue.

Yours Sincerely

Mrs Stanesby
Headteacher