



Hebden Royd CE Primary
School
Debt Management Policy

This policy currently includes but is not limited to contributions for the Breakfast Club, After School Care, Nursery Fees and the Year 5/6 Residential which are the only 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.

1. Breakfast Club and After School Care

Parents are invoiced monthly for the use of both Breakfast club and After School Care. Invoices are sent out within the second week of the following month. If there are monies owed from previous months this will show on the current invoice as outstanding.

- If school has not received payment for the use of wraparound care from the previous half-term then the School Business Manager will contact the parent to remind them of the outstanding balance and to ask if they require any support or a payment plan putting in place.
- If full payment is not made or the payment plan is not being adhered to after 1 month of the reminder email from the School Business Manager then the Head Teacher will get in touch with the parents to ascertain when payment can be made.
- In circumstances where the outstanding debt rolls over into the next term and payments are not being made regularly to address this debt then the Head Teacher will invite the parent/s to a meeting to explore options to help them pay. If the parent/s does not attend or if a satisfactory result is not agreed, the school may seek legal advice on recovering the debt. This would also result in the child/ren being unable to continue to use the school’s wraparound care facilities until such time as the debt is recovered.

2. Nursery Fees

Invoices are sent to parents termly for the cost of Nursery Fees. Parents are given an option of paying this in full or in 3 equal monthly installments.

- If fees have not been paid in full by the end of each term, the School Business Manager will contact the parents to discuss options and implement a payment strategy.
- If the agreed payment plan is not being adhered to then the Head Teacher will contact the parents and inform them that their child will no longer be able to attend nursery until full payment is received.

3. Year 5/6 Residential

For payments not received, where alternative arrangements have not been made, the following procedure will be followed:

- Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.

- The School Business Manager will discuss with the parents concerned a payment strategy.
- If full payment has not been received 1 month 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.

4. Debt Write Off

If the Head Teacher is of the opinion that a debt is impossible to recover, the following limits will apply:

- a. Approval by the headteacher for any debts of less than **£250**.
- b. Approval by the Finance Committee for any debts between **£250** and **£500**.
- c. Approval by the Governing Body for any debts over **£500**.