



**RYECROFT C. E. (C) MIDDLE
SCHOOL**

POLICY STATEMENT

DEBT POLICY

School Debt Policy

Introduction

The schools governing body 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.

Aims and Objectives

To ensure that the governing body complies with the Staffordshire 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.

The debt recovery process

Ryecroft C.E. (C) Middle School has their own procedures in place which are used to collect income. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/ business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

Dinner Money

Payment for schools meals is usually made by pupils on a daily basis. Parents may pay in advance if they should wish to do so. Either way, all payments are given in to the catering staff.

Approved by Governors: Spring 2016
Review Date: Summer 2017

The catering staff will reconcile each day the payments received to the meals taken and any discrepancy will in the first instance result in a reminder to the pupil. If payment has not been made by the end of the week a phone call/ text message is made to the parent/carer to request immediate payment.

If payment is still not received within 5 school days then the parent/carer will be informed that the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served until the arrears reach 10 meals / 2 weeks after which point a basic meal (sandwich) only will be provided to pupils where the parent has not paid. *It should also be noted that this may be deemed as a safeguarding concern and as such the relevant agencies will be informed.*

Extra-Curricular Activities

The school may offer extra-curricular activities after school. Where these are run by a member of the school's staff, there is normally no charge. Sometimes, an activity is run after school organised by a qualified person who is not a member of the school staff or a club, e.g. Stoke City Football Club, Drama. A charge could be made for these sessions, payable to the qualified person or club.

Music tuition

All pupils study music as part of the normal school curriculum. No charge is made for this provision.

There is a charge for individual or small group music tuition, since this is an additional curriculum activity. These lessons are taught by peripatetic music teachers and parents are invoiced directly by the peripatetic teachers.

Board and lodging on 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 to opportunity to pay in instalments should they wish.

Payment must be made in full by the last instalment date as specified by the provider or the child will not be allowed to attend. Parents are given adequate prior notice of the instalment payment deadlines.

Remissions

In some 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.

Failure to pay on time will result in the debt being referred to the 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 the 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 the County Council before making a decision to write off debt.

Signed on behalf of the Governing Body:

Chair

Date