



Squirrel Hayes First School

Policy Reviewed on	Jan 2019	March 2020	March 2021	Jan 2022	May 23	March 2024	Feb 2025	Feb 2026
Policy Owner Signature	Mrs K. Cooper	Erica Pickford	Erica Pickford	EJP	Full Govs	Full Gov	Full Govs	Full Govs
Policy adopted by the Governing Body on	28.03.2019	26.03.20	01.03.2021		May 23		Feb 2025	Feb 2026
Chair of Govs/Committee Signature								
Policy Reviewed Date	Jan 2020	March 2020	March 2021	Jan 2023	May 24	March 2025	Feb 2026	Feb 2027
Version	05	06	07	08	09	10	11	12

Debt Recovery Policy

This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. 1

Squirrel Hayes First School

Debt Recovery 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.

Overview

As of the 18th May 2023 Squirrel Hayes First School has adopted a minimum debt policy relating to school meals and after school clubs (extended learning opportunities).

These services are no different to any other business and if debts are incurred then the school budget has to pay for them until such point that the debt is recovered. This means that any money owed to the school has an impact on the school's budget and may affect the resources we can provide to all our pupils. We hope that parents/carers understand this and will make every effort to avoid owing money to the school.

The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures have been taken to recover it and it has been agreed by the Full Governing Body.

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The debt recovery process

Payment for School Meals/Dinner Money

Parents/carers must pay promptly on ParentPay for school meals. The cost of meals is published on the school's newsletter regularly.

The school will grant a maximum debt allowance of £15.00. Once this amount has been reached the school will remove the school meals provision until the debt owed has been repaid. Parents/carers will be then expected to provide their child with a packed lunch.

An exception to this rule is all pupils who are entitled to Free School Meals and Universal Free School meals provided to pupils in Reception, Year 1 and Year 2.

Access to school meal provision will be reinstated once the full amount of any debt has been paid off.

Payment reminder process:

- Day 1 of non-payment -Text message sent to parent/carers reminding of the need to pay.
- Day 2 of non-payment -Text message sent to parents/carers - reminding of the need to pay.
- Day 3 of non-payment - Call to parents/carers and reminder letter of debt owed - reminding of the need to pay and consequences of non-payment.
- Day 4 of non-payment -Text message to parent/carers - reminding of the need to pay and consequences of non-payment.
- Day 5 of non-payment - Letter sent to parents/carers - informing parents/carers that no further meal provision will be provided until the debt is paid in full and parents/carers will need to provide a packed lunch for their child. The debt will need to be paid within 2 weeks.
- 2 weeks later, letter sent to parents/carers to either confirm that the debt has been cleared in full or that no further school meals will be provided until the debt is cleared.

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If a packed lunch is not provided following the removal of school meals provision, the school will inform the necessary agencies that these parents/carers are not carrying out their responsibility of care by not providing food for their children at lunchtime. It is not the responsibility of the school to provide a lunch for pupils unless they are eligible for Free School Meals or Universal Free School Meals. It is the responsibility of the parent/carer to provide a meal, either a school lunch or a packed lunch.

After School Clubs /Extended learning activities

Payment for after school clubs/extended learning activities should be made in full in advance of any club starting either via ParentPay or direct to the external provider. Services cannot be accessed without payment upfront removing any opportunity for debt.

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; after school clubs or extended learning activities. 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

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 any debt.

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DOCUMENT CHANGE LOG

Version No.	Date of review	Reviewer	Changes Made
01	Jan 15	Kyra Cooper	New policy, following Local Authority financial guidance.
02	Jan 16	Kyra Cooper	Reviewed, no amendments required.
03	Jan 17	Kyra Cooper	Reviewed, no amendments required.
04	Jan 18	Kyra Cooper	Reviewed, no amendments required.
05	Jan 19	Kyra Cooper	Reviewed, no amendments required.
06	March 2020	Erica Pickford	Reviewed
07	March 2021	Erica Pickford	Reviewed
08	Jan 2022	Erica Pickford	Reviewed
09	May 2023	Full Governing Body	Updated to introduce new minimum debt of £15.00 and new process for communicating with parents. No school meal provision to be provided until debt cleared.
10	March 2024	Full Governing Body	Reviewed
11	February 2025	Full Governing Body	Reviewed
12	February 2026	Full Governing Body	Reviewed

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