



St Michael's CE Junior School (Controlled)

Debt Policy

Creation Date	January 2017
Issue Date	June 2017
Next Review Date	June 2020

Introduction

Any debts incurred have to be met from the school budget. This means that money which should be spent on the children's education is used to pay debts incurred by parents. This policy outlines the process the school follows with regards to debt. However, we appreciate that there may be occasions where difficulties may occur regarding payments and we ask that you speak to our office staff immediately should such circumstances arise.

School Meals

Parents must pay in advance for school meals by paying online through the Tucasi system. The school will if necessary accept payment by cash or cheque but this should be placed in an envelope with the child's name, class, amount and the reason for the payment and placed in the school post box. Please note the school does not accept any responsibility for cash or cheque payments that are lost in transit. If a payment by cheque is returned unpaid the school will no longer accept cheques from the family and another method of payment will have to be used.

Children will only be provided with a school lunch if payment has been received, or they are entitled to free school meals*. If a parent genuinely forgets to pay in advance, the school will remind parents of a debt but may grant a debt allowance of three meals. However this debt must be paid and future meals must be paid for in advance before any further meals are provided.

Please note this is not a credit facility, meals cannot be paid for in arrears.

Procedure that will be followed if a debt is not cleared

- 1 The School Office in consultation with the Headteacher, will contact the parent asking them to pay online, come to school with the money and/or provide their child with a packed lunch. The Family Support Worker may be asked to work with the family.
- 2 If payment of the debt is not received, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

**If parents believe that their children may qualify for entitlement to Free School Meals please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.*

Music Tuition

All applications for music tuition require a commitment to pay for lessons for the whole academic year. This reflects the requirement to provide the music teacher with an annual contract. Payments may be made:

as a lump sum in the first week of September, or

using a half termly payment plan, with the first payment due in the first week of September and all subsequent payments to be made, in advance, in the last week of each half term.

Procedure that will be followed if a debt is not cleared

- 1 If money is outstanding at the end of each half term, music tuition will cease, however the full year's tuition fees will still be required.
- 2 The Headteacher reserves the right to begin legal proceedings against a parent to recover any outstanding debt at the end of the academic year.

Procedures for Recovery of Debts

Dinners

Debt Reminders	2nd REMINDER (Green paper)	2nd REMINDER (Yellow Paper)	REFER TO COUNTY TREASURER (Red paper)	PAYMENT PLAN
<p>Email reminders will be sent out to any parent who has an outstanding balance on their account.</p> <p>Meals will be provided for a child until such time when the debt system i.e. 2nd reminder (Green Paper) is evoked.</p>	<ul style="list-style-type: none"> • When there is a debt of £6.50 or more outstanding. • “Please provide your child with a packed lunch until the balance is cleared.” • Communication will be sent if the child does not have a packed lunch. 	<ul style="list-style-type: none"> • If there has been no response 1 week after the 1st reminder. • If lunches have continued to be ordered and the debt is over £15.00 • Parents will be reminded that a pack lunch must be provided each day, by phone. A text and email will be sent if there is no reply. 	3 weeks after the first reminder.	<p>Dinners should be paid for in advance. Dinners must not be ordered until an outstanding balance has been cleared. Arrangements can be made with the Headteacher to pay for meals each day whilst paying off an agreed amount of debt each day.</p>

Appendix one shows a flow chart outlining the above procedure

Music Tuition (commitment for whole academic year)

1st REMINDER (Green paper)	2nd REMINDER (Yellow paper)	REFER TO COUNTY TREASURERS (Red paper)	PAYMENT PLAN
<ul style="list-style-type: none"> • 3rd week of September • 1st week of new half term (except September) 	<ul style="list-style-type: none"> • 5th week of autumn term • 3rd week of new half term 	<ul style="list-style-type: none"> • Week before autumn half term • new half term 	<ul style="list-style-type: none"> • Half termly: • 1st week of September • Last week of every half term

Residential Trips

1st REMINDER (Green Paper)	2nd REMINDER (Yellow paper)	REFER TO COUNTY TREASURERS (Red paper)		PAYM
1 month before the trip	2 weeks before the trip	Deposits for trips are no refundable and places will not be booked by the school unless deposit has been received for a child. If there is a debt left on a residential trip the school will refer the matter to the County Treasures		Shou of trip Paren year's Stage be se plan f

Lettings

1st REMINDER (White paper)	2nd REMINDER (Yellow paper)	REFER TO COUNTY TREASURERS (Red paper)	PAYMENT PLAN
30 days after invoice sent	60 days after invoice sent	90 days after invoice sent	

Write-Off

Up to £200

The Headteacher is authorized to write off debts up to £200 if she considers them to be irretrievable. A record of the write-off, the reason for it and the approval will be made by the Headteacher and retained for the current year plus 6 years.

£200-£1,000

The Governing Body can write off any debt which amounts to a maximum of £1,000. Any sums above this must be referred to the County Treasurer's Department for approval.

£1,000-£5,000

The County Treasurer, in consultation with the Chief Officer, can write off debts between £1,000 and £5000.

Over £5,000

The Executive Member in consultation with the relevant Chief Officer, can write off debts in excess of £5,000.

If any debtor has a number of debts which together exceed the write off limit, then these will be treated as a total amount.

Any written-off debts will be reported to the Governing Body.