



*Life in all its fullness at Compton C of E Primary School
Learning, Achieving and Flourishing Together.*

Debt Collection Policy

Monitoring and evaluation

Written	11/07/22
Approved by Governors/ Staff/ Parents	Yes
Date of last review	11/07/23
Date of next review	11/07/24

The governors wished to create a policy that was fair to parents/carers and protected children while still ensuring that debt could be recovered.

The context for this policy is that we now have some debts accruing through our payment system. This reduces income for the school but also takes up valuable and administration time in pursuing the debt. We were also very aware that any approach to debt recovery should be consistent thus the governors decided to create a policy for this purpose. You can find the policy on our website or request a copy from reception.

Process for Addressing Lunch Debt

Central to our process for addressing debt is protection of the children in our care. The governors have decided that whatever the size of the debt incurred no child shall ever be refused a meal at school.

Parents and carers should, however, be aware that failure to provide for your child's meals could be construed as neglect and if this occurs the school will be duty bound to inform Social Services of their concerns.

The governors have decided that debt should not extend for any longer than a period of four weeks.

Week one: An email is sent to the parent/carer explaining that a debt has been incurred and to request prompt payment.

Week two: A text is sent to the parent/carer reminding them that the debt has not been paid off.

Week three: A letter will be sent to the parent/carer that the debt has not been paid off.

Week four: If the debt has not been cleared by the end of the week, from week five the school will provide a packed lunch only for your child until the debt is cleared.

At this point you will be asked to meet with the Headteacher to discuss repayment.

If a parent/carer believes their difficult financial circumstances means that they will be unable to clear their debt within the four weeks we suggest they should make contact with our Parent Support Advisor – Lee Woodman. Our PSA will work with the family identifying challenges and signposting them to avenues of support.

The Headteacher will assess whether there are special circumstances that apply in which case the school may extend the repayment period or waive the debt entirely.

Process for addressing Breakfast Club Debt

At Compton C of E Primary School we understand the value of a Breakfast Club and are fully committed to keeping it open. We run Breakfast Club as wrap-around care to support parents and its viability depends on appropriate payment for the service provided.

Please make sure a regular amount is credited to the parent pay account and kept constantly in credit. Failure to do so will lead to our 3 step process.

Week one: If we notice your account falling into deficit we will text you, expecting full payment to be made by the end of that week.

Week two: If we do not receive payment we will write to you, formally requesting that the debt is paid. This will happen in the second week.

Week three: If the debt has still not been paid by the third week we will phone you to explain that you will no longer be able to access Breakfast Club.

If a parent/carer believes their difficult financial circumstances means that they will be unable to clear their debt within the three weeks we suggest they should make contact with our Parent Support Advisor – Lee Woodman. Our PSA will work with the family identifying challenges and signposting them to avenues of support.

The Headteacher will assess whether there are special circumstances that apply in which case the school may extend the repayment period or waive the debt entirely.

We thank you for your support.