



Jacksdale Primary School and Nursery

# **DEBT MANAGEMENT POLICY**

Reviewed: September 2024

Next review due: September 2027

This policy currently relates to the payment recovery of non-voluntary contributions only provision which parents / carers elect to use for the benefit of their child. These services are non-statutory and include:

- School Lunches
- Music tuition
- Breakfast Club
- Wrap around lunch provision for EYFS pupils (lunchtime provision for nursery children)

Within the 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 to recover a debt. If the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply. Monies received and monies outstanding are recorded and reported by the Office Manager, Mrs J Kirk, via our Online Payments System (School Money).

### **School Lunches:**

Parents are advised to consider whether their child(ren) may be eligible for Free School Meals funding. The eligibility criteria for this is available to view on our school website and there is a link directly to the government website. This is NOT the same as Universal Free Meals, which all pupils in Key Stage 1 are entitled to, and must be applied or separately.

Should a parent decide that they would like their child(ren) to have meals provided by the school kitchen, they should send payment on the Monday of the week their child is having lunch.

If no payment is received within one week, then notification shall be sent to the parent reminding them that a payment is due and stipulating that unless it has been agreed by the Head Teacher then sandwiches must be provided until payment is made in full. This will ensure that no family is incurring a debt which may become unmanageable over several weeks.

### **Breakfast Club**

At Jacksdale we have a ‘Breakfast Club’ available for parents from 8am. Payment for this out-of-hours care should be booked on the school app and paid for in advance. Failure to pay in advance or on the day will result in the withdrawal of services.

### **Music Tuition:**

Nottinghamshire County Council provide this service, and parents are advised that when agreeing to pay for their children to receive peripatetic tuition, the contract states that the duration of the contract is termly. Parents may not elect to opt out within this period, as payment shall still be required, owing to the nature of the contractual agreement at the start of the term.

### **Wrap around lunch provision for EYFS pupils (Lunchtime provision for nursery children)**

Wrap around care is a service provided by Jacksdale Primary School which enables pupils who are attending the nursery to stay all day. This is an additional service provided for parents to allow them flexibility in selecting their child(ren) 15 hours of access. Should parents wish to make use of this service, then payment is required at the point of provision, when an invoice will be sent requesting payment.

Following notifications of monies owed and no payments are received, the office will contact parent/carers to request payment. If no payment is forthcoming, the Office Manager shall be informed who will contact the parent to discuss the debt. At this point, a payment plan shall be offered, along with a written agreement which the Head Teacher, Office Manager and Parent should sign. The governor responsible for finance and debt recovery may contact the parents/carers directly.

Any payment default following this signed agreement may result in the service offer being withdrawn or a referral to Nottinghamshire County Council Debt Recovery.

In the case of school dinners, parents must provide a packed lunch until the debt has been cleared.

In the case of Breakfast Club services will be withdrawn.

In the case of music tuition, a referral shall be made to the Music Services to collect the debt through formal channels.

In the case of wrap around lunchtime provision this service offer shall be withdrawn, and the parent must make arrangements to collect their child at 11.45am, at the end of the morning nursery session.

Jacksdale Primary and Nursery School is committed to ensuring the welfare of our families and children and will take steps to ensure that no debt is allowed to grow to an unmanageable level.