

Debt Recovery Policy

Name of Responsible Manager / Headteacher:	Mr J DF Martin
Policy Owner:	Mrs L Riordan
Date of Policy Approval by Governing Body:	March 2018
Date of last Policy Review:	March 2021
Date of next Policy Review:	March 2023

This policy currently includes but is not limited to contributions for school meals (KS2 only), the year 6 residential trip transport, and the cost of book/badge replacements which are the only non-voluntary payments that the school presently collects. Where appropriate, this debt collection model may be used for any other monies the school wishes to collect in the future.

Within this 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 in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

School Meals

On 16th April 2018 Castle Hill Primary School adopted a NO DEBT policy relating to the school meals in response to an increasing trend of late or non-payments.

Parents will be advised on the school website what the cost of meals will be for the next half term. Payment is expected to be made in advance of a meal being taken. Meals can be paid for and pre-booked in advance. Castle Hill Primary School is a cash free school and payment should be made via the school online payment system, ScoPay at <https://www.scopay.com/chjs> If you do not have an account please contact the school office.

If you believe that you may qualify for entitlement to free school meals (FSM) please contact the 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 with your application.

We understand that occasionally a parent may forget to pay in advance, in these exceptional circumstances the school may grant a debt **allowance of one meal**. However, all accounts must be settled in advance of any further meals being provided.

Meal debt will be managed according to the following procedure: -

1. Credits on siblings’ accounts maybe transferred between siblings in order to address any debts
2. If the debt is not cleared a reminder will be sent and parents will need to provide a packed lunch for the next day
3. In a case where a debt payment is not cleared nor a packed lunch provided, the office will contact the parent and ask them to make immediate payment or provide a packed lunch before lunch time.

4. If the amount of debt continues to increase and no response is received within 2 weeks from the parent, they will be contacted and asked to meet with someone from the Senior Leadership Team (SLT), in order to work towards a payment plan. If the payment plan is not adhered to a further meeting will be called to discuss what further action can be taken.
5. If the debt is still outstanding after 1 term the Head Teacher reserves the right to inform the Chair of Governors who may decide to begin legal proceedings against parents to recover the debt. Social Services may also be informed that parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.
6. If the debt is outstanding once a pupil leaves the school the governors may instruct the Head Teacher to pursue the outstanding debt through the small claims court.

Year 6 Residential Trip Transport

For payments not received, where alternative arrangements have not been made, the following procedure will be followed:

1. Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.
2. A member of the SLT will discuss with the parents concerned a payment strategy.
3. If full payment has not been received 1 month prior to the start of the planned trip, the head teacher will contact the parent by phone and will remind them that their child will be unable to take part unless payment is made.

Debt Write Off

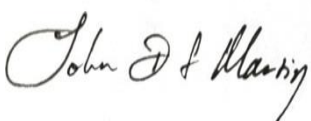
If the Executive Head Teacher is of the opinion that a debt is impossible to recover, the write off limits as set out in the Finance Committee Terms of Reference will apply:

1. Approval by the Executive Head Teacher for any debts of less than £100.
2. Approval by the Finance Committee for any debts between £100 and £500.
3. Approval by the Governing Body for any debts over £500.

It is hoped that by implementing this debt recovery policy we are able to manage the debts owed to the school better, minimising the money we lose from our school budget supporting these debts and at the same time ensuring that all the money is made available to support the children's learning.

If you have any concerns please do not hesitate to contact us.

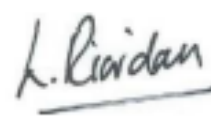
Yours Sincerely,



John Martin
Executive Head Teacher



Graeme Train
Chair of Governors



Louise Riordan
Business Manager