

Heyhouses Endowed C of E Primary School

LEAVERS DEBT COLLECTION POLICY 2021

Policy approved by Governing Body: October 2021

Date of next review: October 2022

Introduction

This policy concerns the approach to be taken when the parents/carers of a child leaving the school have an outstanding debt with the school. This debt may have arisen when parents/carers fail to pay for things they have asked the school to provide such as school meals or extra-curricular activities.

General Principles

Our policy is that school meals and extra-curricular activities must be paid for in advance and no parents/carers should be in debt to the school. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on all children's education in school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support. This policy will be published on the school website.

Any families who are experiencing temporary financial difficulties are asked to contact the school so we can work together through the issue, rather than ignoring a debt without any communication with the school. Where parents/carers have communicated that they are having difficulty paying the debt, wherever possible the school will work with the parent/carer to agree a suitable repayment period.

Procedure for Debt Collection when a child is leaving the school

The school will follow its policies on School Meals Payment and Debt and Extra-Curricular Activities Payment and Debt to try and recover the debt at the time it arises.

Occasionally, despite the school's best efforts to recover the debt, it is still outstanding as the time approaches when the child will leave the school.

The governing body has therefore agreed the following policy where there is an outstanding debt, subject to confirmation by the head teacher that there are no extenuating circumstances:

- **Parents/carers will not be eligible to purchase leavers items (such as leavers' hoodies and class photographs) for their child until the debt is cleared.**

The school operates a zero tolerance policy to debt and where appropriate will continue to pursue an outstanding debt after the child has left the school, engaging the services of the Lancashire County Council Debt Management team and other debt management services as appropriate.