



DEBT POLICY

Reviewed September 2021

Approval at Finance Meeting 05 October 2021 and FGB 20 October 2021

Rationale:

The schools governing body has a responsibility to have a debt recovery policy that ensures appropriate procedures are in place to enable the school to receive all income to which it is entitled.

Objectives:

To ensure the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations:

To protect the delegated school budget

- to apply this policy consistently to ensure debt is dealt with in a timely manner
- to ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used

Principles and Procedures

Moorhill Primary School has its own procedures in place, which are used to collect income. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedure as follows:-

- invoice raised with payment terms of 28 days
- a reminder is sent 3 days after the 28 days has expired
- a final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/business address (minimum value £150.00) or the matter referred onto the courts (minimum value £250.00)

Dinner Money

Infant Site: Moorland Road, Cannock, WS11 4NX
Junior Site: Pye Green Road, Cannock, WS11

Tel: 01543 227185

Fax: 01543 227192

keystage1@moorhill.staffs.sch.uk
office@moorhill.staffs.sch.uk



As school is now cashless, ParentPay has been introduced and parents top up their accounts to ensure their balances are in credit. This is used for school meals, trips, uniform and before and after school clubs.

The Office Support Manager will reconcile each day/week payments received to meals ordered and any discrepancy will, in the first instance, result in a phone call/text reminder to the parent/carer, to request an update of their credit on their parent pay account

If payment is still not received within 10 school days, the parent/carer will be informed that the child will be provided with sandwiches until the debt is paid. (The debt cannot be referred to the County Council until the outstanding amount reaches £150.00, when recovery action will be pursued).

Governors have decided on the following policy regarding unpaid meals:

A meal will be served until the arrears reach £22.30/10 meals, at which point the parent will be asked to provide their child with a packed lunch.

If a packed lunch is not provided by the parent, the school will provide a packed lunch instead of a hot meal.

Extended School Activities

Payment for extended school activities are made in accordance with the appropriate organisation.

Music Tuition

Where music lessons are provided by the school at a charge to parent/carer and have a commitment to pay the informed cost upfront for a term. If a child expresses an interest in music and a parent/carer cannot pay, discretion will be applied by the Headteacher. (Please refer to our remissions policy)

Residential Visits

The board and lodging element of a residential visit can be charged to parents/carers: they are notified of the cost in advance and given the opportunity to pay in instalments should they wish. Payment must be made in full before the departure date to enable the child to attend, in line with the signed

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agreement form. All children will have equal opportunity to end: details regarding subsidies can be found in the Charging and Remissions Policy on the school website www.moorhill.staffs.sch.uk

Remissions

In some cases, governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of:

- extended school activities
- music tuition
- residential visits

This is included within the Charging & Remissions Policy

Lettings

Contracts for the lettings of school will be drawn up as necessary between the school and the client in line with our Charges & Remission Policy.

Exam Fees

Pupils are not currently charged for exams.

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the County Council, the school will be notified of the amount of the debt that is considered to be irrecoverable.

The governing body will consider the age and size of each debt and any advice from the County Council before deciding to write off any debt.

New policy 26.01.2017 adopted by governors on: 24/05/2017

Latest review: September 2021.

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