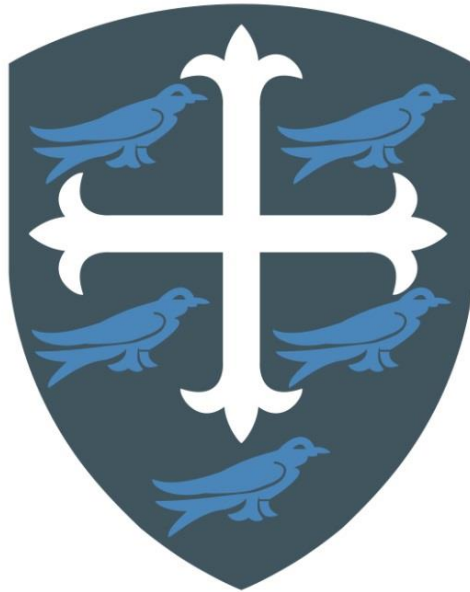


St Mary's Catholic Primary School



Debt Recovery Policy

Legal Status:	Non Statutory
Last Review:	September 2017
Review date:	September 2019
Next Review:	September 2021
Responsible Person:	Governing Body

Mission Statement

"The family of St Mary's strives to grow in God's love and care by learning together and valuing the uniqueness of each person.

This policy currently includes but is not limited to contributions for School Lunches, and the Year 6 School Journey 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.

a. School Lunches

Parents will be advised towards the end of each half term what the cost of meals will be for the next half term. Payment is expected to be made in advance, in full within 2 weeks of the start of each half term. St Mary's is a cash free school and payment is expected to be made via the school online payment system, the School Gateway.

The following procedure will be followed:-

- 1) If payment has not been received 2 weeks into the half term a reminder will be sent to parents
- 2) If payment or response from parent/carer has not been received 3 weeks into the half term, they will be contacted and asked to meet with the headteacher, in order to work towards a payment plan..
- 3) If the payment plan is not adhered to, parent/carers will be called to another meeting with the headteacher to discuss what further action can be taken.
- 4) If the debt is still outstanding after 1 term, Governors will be informed.
- 5) If the debt is outstanding once a pupil leaves the school the governors may instruct the headteacher to pursue the outstanding debt through the small claims court

b. Year 6 School Journey

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) The Business Manager 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 Head Teacher is of the opinion that a debt is impossible to recover, the write off limits set out in the LBHF Schools Financial Procedures will apply:

- a. Approval by the headteacher for any debts of less than £100.
- b. Approval by the Finance Committee for any debts between £100 and £500.
- c. Approval by the Governing Body for any debts over £500.

Appendices:

- A. School Meals Payment letter to new parents
- B. Reminder Letter School Meals
- C. 2nd Reminder Letter School Meals
- D. Letter from Headteacher

Appendix A

Dear Parents/Carers

RE: School Meals

As some of you may be new families to the school, this letter is to advise you all about school meals. School meals are compulsory for all children attending St Mary's Catholic Primary School. The cost for meals currently is £2.00 a day (£10.00 a week).

We request that school meals are paid for half termly in advance; online via the school gateway app. The half termly cost of school meals will be published in the school newsletter and sent out by text message.

If you are in receipt of some benefits, you may be eligible for free school meals; this must be applied for. If you need further information please contact the school office or the local authority where you live. For Hammersmith and Fulham residents this is www.lbhf.gov.uk .

Yours sincerely,

Francesca Greene
School Business Manager

Appendix B

Dear

Re: School Meal Payments for

has been taking school meals this term, but the school has not received any dinner money for this term.

School meals should be paid for half termly, in advance, online via the school gateway app, this is our preferred method of payment.

Yours sincerely

Francesca Greene
School Business Manager

Appendix C

Dear

Re: School Meal Payments for

Further to our letter of , we still have not received any payment for 's school meals this term. To date your account stands at £ . I am writing today to ask you to come to see me so we can discuss this debt and arrange a payment plan, please phone the office to set a date for this meeting.

The school must pay for the provision of school meals and in us covering your debt we lose money from our school budget that should be supporting children's learning. It is important that you start paying immediately or we may be forced to hand this over to our Governing Body.

Yours sincerely

Robina Maher
HEADTEACHER

Appendix D

Dear

Re: School Meals payment for

I am writing to you again about your school meal account for . To date your debt is £ . When we met on you agreed to pay but unfortunately this payment plan has not been adhered to.

I am therefore asking that you make an appointment to see me as soon as possible so we can discuss a way forward to ensure that meals are paid for each week. Please phone the office to arrange a suitable time.

It is essential that you start paying immediately or the Governors may be forced to put this debt into the hands of the small claims court.

I look forward to meeting with you to resolve this issue.

Yours sincerely

Miss R Maher
HEADTEACHER