

Principal
Mr. J. Talbot
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Dear Parents/carers

21 November 2017

Policy – money owed to the school

The Governing Body have re adopted the policy relating to money owed to the school, which will come into effect on 5th January 2015. Experience tells us that debts to the school arise for various reasons, which may include:

- A child takes a school meal, the cost is applied to ParentPay, but that cost is not paid for. In addition, sometimes a child moves to Free School Meals, but previous money owing needs to be paid;
- A child accesses a club (e.g. Before & After School Club), the cost is applied to ParentPay, but that cost is not paid for;
- A child goes on a trip, when a parent/carer has promised to make payment, but that cost is not paid for.

For the vast majority of parents/carers, money due to the school for services used by children is paid promptly, in advance – we thank those people for doing so. A minority do not do this, so in future:

- If a child accesses the school meals service and the cost is not covered, parents will be advised promptly that in future a packed lunch must be provided. School meal accounts must remain in credit to allow meals to be taken.
- If a child accesses a club and the cost is not covered, that child's place will be withdrawn – on the first occasion temporarily until a debt is cleared, or it happens for a second time, the place will be withdrawn permanently.
- Parents/carers will always be given the chance to work with the school in a positive way relating to money owed – we can put together short-term payment plans – please contact Mrs Volante, our Business Manager.
- If a co-operative approach is not forthcoming, Governors have engaged a Debt Collection agency – Business Credit Management Services (BCMS) – to assist in recovery of money owed. Any costs incurred, should BCMS be instructed will be the responsibility of the person who owes the money – these costs can be high, so we encourage any parent/carer to work with us before this step is put in place.
- The agreement with BCMS includes, if necessary, allowing Court Action to take place. Again, this incurs additional substantial costs, which will be paid by the person who owes money. The worst case scenario is going to court for a County Court Judgement (CCJ) and possibly engaging bailiffs.

We believe this new policy will be fully supported – the vast majority of parents acknowledge the need to pay for services they receive and do so promptly. The funds we receive from Government should not be used to subsidise those who simply will not pay. The school has a policy whereby genuine cases of hardship are assessed by members of the school team and referred to me. The important thing is to talk to us, as the issue of owing money to school will not simply go away. I look forward to receiving your support with this.

Yours sincerely,

Mr J Talbot
Principal

CHALLENGE, SUPPORT, PROGRESS

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