



Debt Recovery Policy

Governors' Committee Responsible	Resourcing Committee
Status	Non-Statutory
Review Cycle	Every three years
Date written/last review	January 2023
Date of next review	January 2026

Debt Recovery Policy

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers.

In individual cases of financial hardship, the Headteacher may, at their discretion, agree a repayment plan with parents in order to recover a debt or provide school funded financial assistance. 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 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 two weeks of the start of each half term. Payment should be made via the school online payment system SCOPay.

The following procedure will be followed:

- 1) If payment has not been received within the two-week period a reminder will be sent to parents.
- 2) If payment or response from parent has not been received within three weeks into the half term, they will be contacted and asked to meet with the Headteacher, in order to work towards a payment plan to repay the debt and/or to arrange to change to packed lunches.
- 3) If the payment plan is not adhered to, parent 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 one term, Governors will be informed to discuss further action (including legal action).

Year 4 and 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 Educational Visits Lead or Headteacher will discuss with the parents concerned a payment strategy.
- 3) If full payment has not been received by the date requested for the planned trip, the Educational Visits Lead or Headteacher will contact the parent by phone and will remind them that their child will be unable to take part unless full payment is made.
- 4) Parents are advised at the time of booking the trip that deposits are non-refundable.