

DEBT POLICY AND PROCEDURE FOR FOLLIFOOT CE SCHOOL

March 2018

As from April 2018, The Federation of Follifoot & Spofforth CE Primary Schools will adopt a clear 'no debt' policy relating to all 'paid for' services including; the school meals service, Breakfast Club sessions and extra-curricular clubs and activities including music lessons.

This policy and procedure does not relate to voluntary contributions which the schools may request from time to time to support educational activities such as school trips. We will however make clear in relation to school trips and other similar activities that if we are unable to collect enough voluntary contributions these events may not always be able to go ahead as planned.

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

If parents believe that their child(ren) may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. Both schools will help you all we can with your application.

Parent/s must pay their total balance for the previous half term, before the start of the new half term. Balances can be checked and paid for at any time via Parentmail.

Please note:

- Children will not be provided with any paid services at the start of a new half term if there is any outstanding balance from the previous half term.
- If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch returning the child by 12.50 p.m. in time for the afternoon session. In cases where a debt payment is not received nor a packed lunch provided, the school will contact the parent to ask

them to come to school with a packed lunch or collect their child to provide a lunch at home.

- In the event that a debt increases and no payments are made the head teacher reserves the right to refer the debt to the 'Children & Young People's Service' who will start proceedings to recover the debt. Social Services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy parents will understand that meals, extra-curricular clubs and Breakfast Club must be paid for before the start of a new half term and help us to ensure that all money that is for children's learning is available.

Yours sincerely

Mr P Griffiths Head Teacher