



DEBT POLICY AND PROCEDURE FOR SPOFFORTH CE SCHOOL

The Federation of Follifoot & Spofforth CE Primary Schools has adopted a clear 'no debt' policy relating to all 'paid for' services including and extra-curricular clubs and activities including music lessons.

This policy and procedures do 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.

We encourage all parents / carers to contact the school office if they are having difficulty paying for trips and clubs etc and a payment support plan can be arranged, in order to make the payments more manageable. 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. The school will help you all we can with your application.

Parent/s must **pay in total their balance for each half term** before the start of the new half term. Balances can be checked and paid at any time during each half term by parents via Parent Mail.

- 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.

We hope that by implementing this debt policy parents will understand that extra-curricular clubs and trips must be paid for in advance to help us to ensure that all money that is for children's learning is available.