



# St Paul with St Luke CoE Primary School

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## Debt Management Policy

March 2020 review March 2022

Version no	Amendments	Approval date
1	New policy	Sept 2017 <i>Bd Salski</i>
2	Office Manager changed to SBM	March 2020 <i>Bd Salski</i>

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers. It relates to non voluntary payments due to the school from parents and other organisations.

#### **a. School Lunches**

Parents are asked to pay at least one week in advance for school meals.

If payment is not made then a letter will be generated advising parents of the amount owed and requesting that this be paid immediately. If payment is not made then a further letter will be issued after a week. This will be followed up by a phone call or conversation by a member of the admin team.

If the debt is not cleared then the SBM will be informed.

They will speak to the parent and remind them of the debt and agreeing with them when it will be cleared.

If payment is still not received the SBM will arrange a meeting with the parent and agree a payment schedule for clearing the debt.

If this schedule is not met then the parent will be contacted and a meeting arranged with the Headteacher.

#### **b. Year 6 residential trip in Norfolk**

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 SBM will discuss with the parents concerned a payment strategy.
- 3) At the Headteacher’s discretion, the cost of the trip may be reduced in exceptional circumstances for pupil premium children, refer to the school’s charging and remissions policy

#### **Debt Write Off**

If the Headteacher is of the opinion that a debt is impossible to recover, the write off limits set out the debt may be written off

The Headteacher can write off a debt of up to £250.

Debts of more than £250 will be referred to the Governing Body