

St Mary's C.E. Primary and Nursery School



Debt Policy

Growing together, learning together

St Mary's Primary and Nursery School

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Monitoring and Review

It is the responsibility of our governing body to agree and monitor our policies. The Curriculum and Standards Team has this responsibility, though the day to day management of it is devolved to the Head Teacher.

As with all our policies, this was developed following a period of practice and consultation before being presented for Governors' consideration.

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Mission Statement

'Here at St Mary's Church of England Primary School, through our Christian values, we aspire to nurture and educate the whole child: caring for their well-being, celebrating their individual talents and abilities whilst encouraging them to become lifelong learners. It is our aim that children, parents and school staff should work together towards this end.'

Equal Opportunities

At Tickhill St Mary's School we are committed to giving all our children every opportunity to achieve the highest of standards. We acknowledge the right of every individual to be treated fairly and with respect regardless of appearance, age, race, gender identity, background, creed, attainment, ability or sexual orientation. We aim to fulfil this ideal through our policies and practice.

Christian Ethos

Tickhill St Mary's School is a Church of England School and, as such, we ensure that the Christian ethos is central to all our policies and practice.

Safeguarding Statement

St Mary's Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment.

Aims

- To outline the school's procedures regarding school debts
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents, carers and pupils
- To present a workable, fair mechanism for the collection of payments

Payments for many activities such as school meals, morning activity club and nursery additional hours must be paid for in full. Please see the Charging and Remissions Policy for full details.

School Meals

School meals are available to pupils at a cost of £3.30 (subject to change) per day or at no cost to those in receipt of a free meal entitlement or those who are receiving universal free school meals (Rec, Y1 & Y2).

- All meals must be paid for **in advance** of the meal being taken
- Payments must be made through Parentpay (the school online payment system)
- If your child is absent, their dinner money will remain in their Parentpay account
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- Refunds will be given at the end of the school year if your child is leaving the school to attend another
- If a child forgets their packed lunch and is given a school meal, parents and carers must pay for that meal on the same day or the following morning at the latest (unless your child qualifies for a free school meal)
- If you wish to make a change to your child's meal arrangements, the school office must be given **three weeks** notification

Information regarding free school meals is available from the School Office.

Other Payments

Payments for activities outside the school curriculum such as morning activity club, extra music tuition and additional nursery hours must be paid for in full:

- Where possible, payment should be made in advance of the activity taking place or, if not, on the day the activity occurs
- Payments must be made through Parentpay (the school online payment system)
- Cash or cheques will not be accepted unless otherwise stated.

If payment has not been made

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 and carers. Everyone will agree that this is unacceptable and we request that all parents give this policy their full support. However, we do understand that there are families in extreme financial hard ship, therefore, in these instances, we recommend talking to the school to find a way of managing the debt.

- It is the parent or carers responsibility to regularly check their ParentPay account and keep funds topped up
- If a parent or carer genuinely forgets to pay, an e-mail will be sent via Parentpay for school meals and Parentmail for other payments, to request immediate payment.
- For school meals, if the debt is not clear within 5 days parents and carers must provide a packed lunch. If this is not provided, school will telephone the parent or carer to ask them to bring a packed lunch into school, or make an immediate payment
- If a parent or carer is not carrying out their responsibility of care by providing food for their child at lunchtime, the matter will be referred to the Headteacher who may consider taking this matter further, possibly with the involvement of Social Care
- For other payments, if the debt is not cleared within one week of the activity taking place, parents and carers will be advised that they may be removed from the activity until the debt is cleared
- If the matter remains unresolved, the parent or carer will be sent a letter detailing the school's next course of action. It is likely that the debt will be sought via small claims court.