

# Amblecote Primary School



*'At Amblecote we achieve because in our pupils we believe.'*

## Debt Collection Policy

Approved by Resources Committee of Governing

Body

20<sup>th</sup> November 2023

A handwritten signature in black ink, appearing to read 'J Cook', is written above a horizontal line.

Proposed by the Headteacher.....Mrs J. Cook

A handwritten signature in black ink, appearing to read 'C Roberts', is written above a horizontal line.

Approved by Governing Body.....Mrs C. Roberts (Chair of Governors)

## **1.0 Introduction**

This policy concerns the collection of Before or After School Clubs fees plus Pre-school top up fees, and the approach to be taken in cases of debts arising when parent/carers fail to pay for attendance. Parents/Carers will be sent a copy of this policy when their child/children attend.

## **2.0 General Principle**

3.1 Before and After School Club fees and top up fees must be paid for in advance. A pupil is to attend for the duration of the half term; monies must be received in advance of that period.

3.2 If debts are incurred, these have to be paid from the school budget. This means that money, which is allocated to all pupils' education in school, is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

## **3:0 Procedure for Collection of Arrears**

3.1 It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.

3.2 The governing body has therefore agreed the following policy where arrears arise.

- A gentle reminder letter / text message will be sent home after one week / in excess of £3.00 accumulated arrears (Appendix 1)
- The parent/carer will be informed in writing where two weeks / in excess of £10 arrears has accumulated and advised to make immediate payment (Appendix 2).
- A final letter to the parent/carer informing them that a place will not be provided for their child/children if payment has not been received by a specified date in accordance with the policy; the date when four weeks of arrears have been accumulated. (Appendix 3)

3.3 Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

3.4 No place to be provided to pupils when arrears exceed four weeks / in excess of £20.

3.5 Once the final letter deadline has expired, the Governing Body will decide whether legal proceedings should begin.

APPENDIX 1

Date

Gentle Reminder Letter

Child's name:

Dear Parent/Guardian

According to our records, there are some outstanding Before/After School Club fees for your child/children.

The arrears are for the week commencing .....

Please make the payment of £ ..... tomorrow.

If you have any queries regarding the above, please contact the school office.

Yours sincerely

Headteacher

APPENDIX 2

Date:

Accumulated Before/After School Clubs Fee Arrears

Child's name:

Dear Parent/Guardian

Following our letter dated ..... regarding outstanding Fees, our records show that this has not been paid.

To date, the amount of arrears is £..... We now request that you attend a meeting to discuss the situation with the Headteacher. Please telephone the school office to arrange an appointment.

These arrears need to be cleared as soon as possible. Payment can be made via the On-line payment system.

If you have any queries and/or wish to discuss this matter, please contact the school office.

Yours sincerely

Headteacher

APPENDIX 3

Date:

Non-payment of Before/After School Clubs fee arrears

Child's name:

Dear Parent/Guardian

Our records show that you have not cleared the fee arrears for your child/children despite previous letters sent home on ..... and .....

Arrears to date total £ .....

Following the school policy on debt recovery, a copy of which was sent to you when your child started Before/After School Clubs. I must inform you that if payment is not received within 5 working days, the Governing Body will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the school office.

Yours sincerely

Headteacher