

Lydbrook Primary School
(including Robins Nursery)

Parents and Carers Charges and Debt Policy
For Breakfast and after School Clubs, Nursery fees,
School Lunches,
Swimming and Educational Visits

Where anything is Possible

Policy Reviewed:	Annually
By:	Resources Committee
Agreed:	06.02.19
Next Review:	Spring 2021

Parent Agreement

Parents/Carers will be required to sign a copy of this policy to confirm their understanding and acceptance of the policy terms.

Charges

Parents/carers will be given a minimum of one months' notice of any changes to the published charges with reference to Before and After School Clubs, Nursery fees and School Lunches. See **Appendix A** for charges

Voluntary contributions

Other charges, such as for school trips, swimming and other curriculum activities, may require a voluntary contribution. If sufficient voluntary contributions are not made the school may need to cancel an activity. For more information, please speak to the office to view our Charging Policy.

Payment methods

We aim to be a "cashless school". All payments can be made through the on-line payments system "Parent Pay". Parent Pay accepts debit/credit cards for online payments or you can use a barcode letter at to pay with cash or card at a local shop.

Childcare vouchers can be used to pay for Nursery fees and Breakfast and Afterschool fees. Please check with the school office to register your voucher provider. Please note that childcare vouchers cannot be used for school lunches.

Payments and Non-payment

School lunches

Lydbrook Primary School has adopted a strict NO DEBT policy relating to the school meal service. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on 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 children 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. We will help you all we can with your application.

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals or Universal Infant Free School Meals (pupils in YR to the end of Y2). If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However this must be paid next day and future meals must be paid in advance before any further meals are provided.

If the debt is not cleared, parents must provide a packed lunch. In a case when a debt payment is not received nor a packed lunch provided, the Headteacher will phone the parent to ask them to come to school with the money or ask them to pay online immediately. Otherwise they must provide sandwiches before lunch time.

If payment of the debt is not received by the end of the week, the Headteacher reserves the right to begin legal proceedings against parents 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.

See **Appendix B** for school lunch debt implementation procedure.

Before and After School Club

Sessions for Before and After School Club are recorded directly on to the ParentPay system every Friday. Balance reminders will be sent out at the end of each month by text. If the debt is not paid then the payment will roll over each month until the debt is paid. If the debt exceeds £35.00 and no payment is made, then all sessions will be withdrawn until payment is made in full. Any unpaid invoices will be vigorously pursued, and the school may take legal action to recover any money owing to it.

See **Appendix C** for Before and After School Club debt implementation procedure.

Nursery fees

Parents of children who are not eligible for Nursery Education Funding will be charged at the hourly rate set out in Appendix A. Invoices will be issued at the beginning of each term. Fees are payable within 14 days of receipt of invoice. If

sessions are increased during the term, an additional invoice will be issued. A late payment charge of £5.00 will become payable if fees remain unpaid after 14 days from invoice.

See **Appendix D** for Nursery fees debt implementation procedure.

If you are struggling or in financial difficulty and are unable to pay, then please come and see Mrs Ruck to discuss the situation so that a repayment schedule can be put in place for the debt to be cleared down.

06.02.19

APPENDIX A

Charges from 1st January 2019

School Lunch :- £2.36 per day, £11.80 per week.

Breakfast Club: 7.45 am to 8.45 am - £5.00 per child

8.00 am to 8.45 am - £4.00 per child

Afterschool Club:- 3.00 pm to 4.00 pm - £4.00 per child

3.00 pm to 5.00 pm - £8.00 per child

½ hour sessions may be available upon request.

Nursery fees: **3 / 4 Year olds (£4.00 per hour)**

Morning session: £12.00

Lunchtime session: £1.50

Afternoon session: £10.00

2 Year olds (£5.00 per hour)

Morning session: £15.00

Lunchtime session: £1.50

APPENDIX B
DEBT IMPLEMENTATION PROCEDURE
SCHOOL MEALS

Level 1

Indicator: A child's account goes into debt

Check 1: Is this a FSM child, are dates recorded correct?

Check 2: is there a possibility that payments have not been credited?

Check 3: does this parent normally pay on time, is this just a one off?

Action 1: Send a Gentle debt reminder – This letter is already set up for use in Parentpay and will come from the School Office.

Level 2

Indicator: A child comes to school again without the debt being paid or a packed lunch.

Check 1: Is this a FSM child, are dates recorded correct?

Check 2: is there a possibility that payments have not been credited?

Check 3: has this parent made contact?

Action 2: Personal contact

Someone will phone the parent to ask them to either bring money or pay online or bring sandwiches to school before lunchtime or arrange to take their child home at lunchtime.

Level 3

Indicator: The parent does not comply with any of these options.

Check 1: Is this a FSM child, are dates recorded correct?

Check 2: is there a possibility that payments have not been credited?

Check 3: has this parent made contact?

Action 3: Send strong debt letter - This letter is already set up for use in ParentPay and will come from the Headteacher

Level 4

Indicator: The parent consistently does not comply with any of these options

Check 1: Is this a FSM child, are dates recorded correct?

Check 2: is there a possibility that payments have not been credited?

Check 3: has this parent made contact?

Action 4 Bring in outside agencies – LA to advise, small claims court, Social Services.

APPENDIX C
DEBT IMPLEMENTATION PROCEDURE
BEFORE AND AFTER SCHOOL CLUBS

Level 1

Indicator: A child's account has a debt of £35.00 or over.

Check 1: Are dates attended correct

Check 2: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 1: Reminder text – a reminder is sent to the parent/carer requesting payment with 28 days

Level 2

Indicator: A child's account remains in debt of £35.00 or over for a period exceeding 28 days.

Check 1: Are dates attended correct

Check 2: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 2: Send gentle debt letter – this letter will be sent from the School Business Manager with a Payment Plan if amount exceeds £100.00

A £5.00 late payment fee will be added to the amount owing.

Attendance at all sessions will be withdrawn until payment is made in full or until payment plan is adhered to.

Level 3

Indicator A child's account remains in debt of £35.00 or over for a period exceeding 56 days.

Check 1: Are dates attended correct

Check 2: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 3: Strong debt letter – this letter will be sent from the Headteacher. Attendance at all sessions will remain withdrawn until payment is made in full.

Level 4

Indicator A child's account remains in debt of £35.00 or over for a period exceeding 56 days.

Check 1: Are dates attended correct

Check 2: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 4: Bring in outside agencies – LA to advise, small claims court, Social Services.

APPENDIX D

DEBT IMPLEMENTATION PROCEDURE – NURSERY FEES

Level 1

Indicator: Invoice remains unpaid 14 days after date of issue

Check 1: Is the child's nursery fees funded by 3 /4 or 2 Year old funding

Check2: Is the child's nursery fees funded by Extended Hours funding

Check 3: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 1 A further copy of the invoice will be resent with the words "reminder" stamped on it, together with a further invoice for the £5.00 late payment charge

Level 2

Indicator: Invoice remains unpaid after 21 days after date of issue

Check 1: Is the child's nursery fees funded by 3 /4 or 2 Year old funding

Check2: Is the child's nursery fees funded by Extended Hours funding

Check 3: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 2 A further copy of the invoice will be resent with the words "overdue" stamped on it, together with a further invoice for the £5.00 late payment charge.

Level 3

Indicator: Payment has not been made one week before the end of term,

Check 1: Is the child's nursery fees funded by 3 /4 or 2 Year old funding

Check2: Is the child's nursery fees funded by Extended Hours funding

Check 3: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Action 3 A letter will be sent detailing the amount owing and advising that the child will not be allowed to return the following term unless and until payment of the overdue invoices is made.

Level 4

Indicator: Payment has not been made.

Check 1: Is the child's nursery fees funded by 3 /4 or 2 Year old funding

Check2: Is the child's nursery fees funded by Extended Hours funding

Check 3: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Check 4: Has the parent made contact.

Action 4: As a last resort the Headteacher will write to the parents asking them to come in for a meeting to explain the non-payment of fees.

Level 5:

Indicator: Payment has not been made

Check 1: Is the child's nursery fees funded by 3 /4 or 2 Year old funding

Check2: Is the child's nursery fees funded by Extended Hours funding

Check 3: Is there a possibility that payments (including Childcare vouchers) have not been credited.

Check 4: Has the parent made contact.?

Action 5: **Bring in outside agencies** – LA to advise, small claims court, Social Services.