



North Primary School and Nursery

Debt Recovery Policy for Traded Activities

Date policy adopted: 13.06.24 **Due for review:** Summer Term 2025

The Governing Body has resolved to ensure that the school budget should not be used to pay for debts incurred by individual parents/carers.

CONTENTS

1.0 Confirmation that the Debt Recovery Policy for Traded Activities has been discussed and adopted by the full governing body

2.0 Introduction

3.0 General Principle

4.0 Procedure for collection of arrears

Appendix 1 – Gentle reminder letter

Appendix 2 - Accumulated arrears letter

Appendix 3 - Non-payment of arrears

1.0 Confirmation that the Debt Recovery Policy for Traded Activities in respect of North Primary School and Nursery has been discussed and formally adopted by the full governing body.

Signed by:

Chair of Governors: Date:

Print name: Mrs Jan Blackwell

Chair of Finance Committee.....Date

Print name: Mrs Adele Jennings

Headteacher:Date:

Print name: Alan Garnett

Agreed at the full governing body meeting on: 13.06.24

2.0 Introduction

This policy concerns the collection of Sunrise and Sunset Club 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.

3.0 General Principle

3.1 Sunrise and Sunset Club fees must be paid for in advance. If a pupil is to attend for the duration of the half term, monies must be received in advance of that period.

3.3 If debts are incurred, these have to be paid from the school budget. This means that money which should be spent on 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.

4:0 Procedure for Collection of Arrears

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

4.2 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 of accumulated arrears (Appendix 1)
- The parent/carer will be informed in writing where two 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)

4.3 Any parent/carer experiencing financial difficulty may discuss their situation with the Headteacher (either in writing or via a meeting) and will be considered confidentially on an individual basis.

4.4 No place to be provided to pupils when arrears exceed four weeks.

4.5 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 Sunrise/Sunset Club fees for your child/children.

The amount due is for this half term commencing.....

Please make the payment of £ Immediately via your Parentmail account.

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

Yours sincerely

Headteacher

APPENDIX 2

Date:

Outstanding Sunrise/Sunset Club fees

Child's name:

Dear Parent/Guardian

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

The amount due for this half term 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 amount due needs to be cleared immediately. Payment can be made via your Parentmail account.

If you are experiencing financial difficulty, you may discuss your situation with me (either in writing or at the meeting) and the matter will be considered confidentially on an individual basis.

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 Sunrise/Sunset fees

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

The amount overdue is £

In accordance with the school policy on debt recovery, a copy of which was sent to you in July 2024 / when your child started the club, 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.

If you are experiencing financial difficulty, you may discuss your situation with me (either in writing or via a meeting) and the matter 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