



# Debt Recovery Policy

## 2017-20

**Review Committee**

**Date Adopted**

**Date of next review**

**Signed (Chair of Governors)**

**Policy and Resources**

**4 July 2017**

**4 July 2020**

*S Allan*

This policy currently relates to school meals payments, the only non-voluntary payments the school presently collects. Where appropriate, this policy will be used for any other monies the school wishes to collect in the future.

The school operates a clear 'no debt' policy relating to school meals. If debts are incurred, 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. We believe most parents will find this is unacceptable, and therefore we request that parents give this policy their full support.

Within this policy, the use of the term "parent" shall relate equally to parents, guardians and/or carers. In individual cases of hardship, the School Business Manager may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

### **School Meals**

School meals must be paid for in advance of meals being taken. The current charge is £2.00 per day. Parents will be informed of any price increase by the end of the half term before the increase will take effect.

Children will not be provided with a school meal unless it has been paid for, except those who qualify for free school meals. If you believe your child may qualify for free school meals, please contact the school office who will be happy to assist with an application.

If a parent genuinely forgets to pay in advance, and it is a one-off occasion, the school may grant one school meal debt allowance. This must be paid the following day and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, the parent must provide a packed lunch or take the child home for lunch. In a case where a debt payment is not received nor a packed lunch provided, the school will telephone the parent to ask them to come to school with the money, or arrange to take their child home for lunch.

If payment is not received, the school reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that the parents are not carrying out the responsibility of care by not providing food for their child at lunchtime.

The following procedure will be followed:-

- 1) If payment has not been received in advance a text reminder will be sent to parents.
- 2) If payment or response from parent/carer has not been received within seven days, they will be contacted and asked to meet with the business manager, in order to work towards a payment plan to repay the debt.
- 3) If the debt is still outstanding after two weeks and no contact has been made, Governors will be informed and will make the decision whether to begin legal proceedings to recover the debt. If this happens, a further £25 will be added to the debt to cover costs.