

Dr Walker's C of E Primary School



## An Exceptional Place to Flourish

Though your beginning was small,  
your future will flourish indeed.  
Job 8:7

### STATUTORY POLICY

### School Debt Policy

<b>Ratified by Governors</b>	<b>06.11.23</b>
<b>Review Cycle</b>	<b>Annually</b>

<b>Chair of Governors:</b> <b>Mrs K Bush</b>	
<b>Headteacher:</b> <b>Dr L Lawson</b>	

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## Pre-amble: School Vision, Ethos and Values

Dr Walker's is a mixed Church of England Voluntary Controlled Primary School in Fyfield, Ongar, Essex.

Dr Walker's Church of England Primary School is a school where every child is loved, developed, and educated into becoming a successful British Citizen, through promoting the fundamental British values of:

- **Democracy**
- **The rule of law**
- **Individual liberty**
- **Mutual respect and**
- **Tolerance of those with different faiths and beliefs.**

We aspire that all pupils succeed in reaching their God given potential at Dr Walker's - An Exceptional Place to Flourish, by:

- **Believing** in God, self and others by developing confidence, respect and trust;
- **Engaging** in a love for learning by nurturing curiosity and independence; and
- **Excelling** in reaching personal potential by being resilient and showing positive behaviour.

Our **CHRISTIAN VALUES** are reflected in:

- *Standing with **COURAGE** for what is right.*
- *Using **CREATIVITY** in problem solving and making life beautiful.*
- *Treating every person and everything with **RESPECT**.*
- *Having **COMPASSION** for others.*
- *Completing every task with **PERSEVERANCE**.*
- *Taking **RESPONSIBILITY** for ourselves.*
- *Living with **HOPE** for a better future.*

## Purpose of Policy

This policy intends to provide clear guidelines to assist parents and carers by providing greater clarity regarding the payment of school dinner money, clubs, tuition, etc. and incurred school debt. It is hoped that this will help the school to maximise the amount of money available to spend on children's learning.

## Aims

- To take prompt action to ensure that school debts do not build up.
- To have a clear threshold beyond which debts will not be allowed to increase.
- To ensure that parents are made aware of the policy.
- To ensure a fair and consistent approach to dealing with late payments (In the event of a having a debt for school meals and/or club two warning letters will be sent followed by a third letter stipulating that their child(ren) will not be given a school lunch and/or be allowed to attend the club until the debt is cleared).

The school has no facility to carry debts. If debts are incurred then the school has to use its budget 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 and carers not paying.

## School Payments

- The school makes use of SchoolMoney by Eduspot for payments.  
[www.SchoolMoney by Eduspot.com](http://www.SchoolMoney by Eduspot.com)
- Please contact the School Office if you are having any difficulties making payments.

## School Meals

- The School asks for payment in advance for school meals although we fully understand that occasionally this can be overlooked by busy parents.
- All school meals taken must be paid for in advance, by the Friday of the previous week.
- The School does not operate a payment in arrears system.
- Parents who don't want their child to have a school lunch should provide a healthy packed lunch or arrange to take their child home for lunch.
- Children will not be given a school lunch unless it is paid for, except those who are entitled to free school meals.
- Our debt policy allows a maximum of 5 meals to be owed (**currently £12.25**).

## Note:

- If payment of the debt is still not received after what the school deem to be a reasonable amount of time, then the Headteacher reserves the right to inform Social Care that parents or carers are not providing food for their children at lunchtime.

## Notification of debt

- Dr Walker's Church of England Primary School School will notify parents of this policy through the following ways:
  - A letter sent home
  - The school's newsletter
  - The school website

	Indicator	Checks	Action
Level 1	A child's record shows a debt.	<p>Is this a FSM child, are dates correct?</p> <p>Is there a possibility that payments have not been recorded correctly?</p> <p>Does this parent normally pay on time, is this just a one off?</p>	<p>Send a 'Gentle debt reminder' by via SchoolMoney by text and email.</p> <p>If parents do not pay arrears, they will be contacted to inform them that they will be responsible for providing their child(ren) with a packed lunch. This will prevent parents or carers incurring large debts.</p>
Level 2	A child comes to school on a consecutive day without the debt being paid or a packed lunch.	<p>Has this parent made contact?</p>	<p>Personal contact via telephone call.</p> <p>In the instance of a debt payment not being received and a packed lunch not being provided, a member of the Office Team will phone the parent/carer to ask them to pay for the lunch via SchoolMoney by Eduspot or come to the school with a packed lunch before lunchtime or arrange to take their child home at lunchtime.</p>

			If arrears accumulate, furthermore a second reminder will be sent notifying parents that we cannot continue to provide any further meals until the arrears are paid.
<b>Level 3</b>	The parent does not comply with any of these options.	Has this parent made contact?	Send strong debt letter and ask child to bring in pack lunch.
<b>Level 4</b>	The parent does not comply with any of these options.	Has this parent made contact?	Start proceeding to recover the debt from a small claims court.