



# *UPSHIRE PRIMARY FOUNDATION SCHOOL*

## **PAYMENTS AND DEBT COLLECTION POLICY**

### *Mission Statement*

*At Upshire Primary Foundation School, we aim to provide opportunities for the children to achieve their full potential academically, creatively, socially, physically and emotionally in a happy, supportive, caring and inspiring environment.*

### *School Vision*

***INSPIRE\*EXCITE\*ACHIEVE***

*Imagine an inspiring and exciting environment where learning happens because children want to achieve!*

## **Payments**

Upshire Primary Foundation School ('the school') no longer accepts cash or cheques as method of payment for any of its services. For example, school lunches, trips, clubs etc. All payments must be made via the school's cashless payment system – Parentmail. If parents/carers have not yet signed up for this service and require assistance, please speak to the school office.

## **Break-time Snack**

Snack must be paid for in advance via Parentmail, please refer to the Payments section above.

## **School Lunches**

All lunches must be paid for on the day or in advance. The price of a school lunch is £2.80 per day or £14.00 per week. Payments must be made via Parentmail.

It is not the responsibility of the school to provide a lunch for pupils. It is the responsibility of the parents/carers to provide a meal, either a school lunch or a packed lunch from home.

## **Unpaid School Lunches**

If parents fail to pay:

- when arrears of unpaid school meals reaches a maximum of £28 per child the Admin Assistant will issue an invoice note to parents/carers giving details of their arrears. The Admin Assistant will also explain the free school meals system;
- the Admin Assistant will also notify the Finance and Personnel Manager of any outstanding meal payments in excess of £28;
- if payments remain unpaid then the Finance and Personnel Manager will offer the parents/carers the opportunity to discuss the arrears in line with this policy;
- if payment of the debt is not received within 7 days of the Admin Assistant issuing the arrears invoice, the Finance and Personnel Manager will write to the parents specifying the outstanding amount, with details of free school meals criteria and the school's unpaid meals policy;
- if there is no reply to this letter after 7 days, the Governing Board reserves the right to begin legal proceedings against parents/carers to recover the debt;

The relevant child/ren will not be given a school dinner until this debt is paid. Instead, parents will be required to provide their child/ren with a packed lunch each day, until such time as the debt is paid. If a child arrives at school without a packed lunch, the school office staff will ring to ask the parent to either to pay on-line over the telephone or to bring a packed lunch in for their child/ren that day.

Persistent failure to pay for school meals and persistent failure to provide a packed lunch will be regarded as an indicator for a more detailed review of the child's health and wellbeing. This can include a review of attendance, punctuality, academic progress and level of general concern regarding the child e.g. appearance, attitude, emotional and mental health.

Parents should note that the school has a duty of care for all pupils and a parent who persistently fails to provide a meal for their child at lunchtime in this situation could be open to a claim of child abuse (neglect).

## **Free School Meals**

Please enquire at the school office for details of the free school meals criteria and an application form. Free school meals must be renewed every year.

## **Extended Services**

### **Pre-school**

Private morning or afternoon and lunch sessions will be invoiced by the Pre-school Manager. Payment for these services must be paid in advance via Parentmail – please refer to the Payments section above.

### **Breakfast and Afterschool Clubs**

Parents/carers should also pay in advance for Breakfast and Afterschool Clubs that their child/ren attends. Payment for these services must be made via Parentmail.

Parents/carers are able to make bookings and payments via Parentmail on the advanced bookings function.

Please ensure that all relevant registration forms and terms and conditions are completed for each child.

For those parents/carers who pay through Tax-free Childcare, voucher or children grant funding. Invoice statements will be issued to parents on a monthly or half termly informing them of monies paid or carried forward, any balances owing and the due date for payment of the outstanding balance.

Payment of the invoice must be made by the payment date stated on the invoice.

The threshold for arrears per family attending either Fledglings Pre-school or Upshire Primary School for any Extended Services facilities used will be £250.

If parents fail to pay:

- an arrears of unpaid fees notice will be issued stating that the debt must be cleared with immediate effect and that no club sessions nor non-funded Pre-school sessions will be permitted until the debt is cleared;
- if payment of the debt is not received within 7 days, the Extended Services Co-ordinator will inform the Finance and Personnel Manager, who will telephone/write to the parents/carers offering them the opportunity to discuss the arrears in line with this policy;
- if the arrears remain unpaid after 7 days, the Governing Board reserves the right to begin legal proceedings against parents/carers to recover the debt;
- non-payment of fees will result in your child not being able to attend any extended services facilities until all outstanding fees are paid.

### **Extra-curricular Activities**

Activities that are supplied by an outside service provider must be paid for in advance. Payment for any extra-curricular activities must be booked and paid for in advance via Parentmail on the advanced bookings function.

Please ensure that permissions slips have been completed and payment has been made. Your child will not be able to attend clubs without these.

If parents/carers fail to pay:

- if payment and the permission slip is not sent in advance the Extended Services Co-ordinator will notify parents/carers of the amount outstanding before the termly sessions are due to commence (this may also affect your child securing a place at their preferred activity);
- if your child/ren attend a club session without prior payment a letter will be issued requesting that payment is made with immediate effect;
- if the payment remains unpaid then your child/ren will not be permitted to attend further sessions until the debt is cleared.

*Please note that parents/carers will not be able to sign their child(ren) up for extra-curricular clubs if there are any outstanding balances owing on breakfast and afterschool clubs, Pre-school fees or school dinners.*

No family should owe more than £300 in total for any services provided by the school at any one time.

### **Review**

This policy will be reviewed by the Resources Committee on an annual basis.

**Confirmation that the Payments and Debt Collection Policy in respect of Upshire Primary Foundation School has been discussed and formerly adopted by the Resources Committee on 9<sup>th</sup> October 2023**