

Mountfields Lodge Primary School



Debt Management: Information for Parents

Aim High, Reach for the Sky

Mountfields Lodge Primary School

DEBT MANAGEMENT: A Summary for Parents

INTRODUCTION

- **Any money owed to the school has an impact upon the school's finances and may affect the resources the school is able to purchase for the pupils of the school.** We would hope that parents understand this and make every effort possible to avoid owing money to the school. The school will actively pursue the collection of monies owed to it.
- The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.
- Our Debt Management Policy sets out the procedures for debt management and recovery. This document is a **summary for parents** of this longer policy; we hope it is clear and concise.

SCHOOL MEALS + BREAKFAST CLUB

- Payment for school meals should be made either weekly in advance (usually on a Monday) or on the day the meal is required.
- Any arrears of dinner money that arise will be pursued by the school on a weekly basis.
- Arrangements can be made to clear any dinner money debt by instalments.
- If payment is not received, a ***first reminder letter/slip*** will be issued to you, by a member of the Finance Team, **at the end of the first week** of non-payment requesting payment on the following Monday. You are expected to settle the amount owed by a single payment after receiving this letter.
- If dinner monies remain outstanding **at the beginning of the second week** Mrs Hardman (School Finance Officer) or Mrs Thorley (School Business Manager) will attempt to contact you to discuss the debt. If payment is not forthcoming a ***second reminder letter*** will be issued by a member of the Finance Team **at the end of the second week** requesting payment by the following Monday.

NB. The matter may also be passed on to our ***Welfare Officer***, Paula Rene, who may make an appointment to talk to you.

- If dinner monies remain outstanding **at the beginning of the third week** a ***'final warning' letter*** from Mr Hoare (Head teacher) will be issued. The matter will be referred to the ***School Governors***.
- If dinner monies remain outstanding **at the beginning of the fourth week** a ***'notification of withdrawal of school meals' letter*** will be issued by a member of the Finance Team. From the following Monday, if the debt is not ***cleared in full***, you will be expected to make alternative arrangements for your child's lunch; ***no school meal will be provided.***

If there are extenuating circumstances as to why the debt cannot be promptly settled we would expect you to make an appointment to speak to a member of the school's Finance Team (Mrs Thorley, School Business Manager or Mrs Hardman, Finance Officer) or to the Head teacher, Mr Hoare, to discuss the matter.

RESIDENTIAL VISITS + TRIPS / VISITS

- Payment for residential visits, day trips, visits etc should be made in line with the timescale provided by the school. For residential visits a payment card will be issued.

- If payments are not received by agreed deadlines, a **first reminder letter/slip** will be issued to you, by a member of the Finance Team, at the end of the first day of non-payment requesting payment on the following day. You are expected to settle the amount owed by a single payment after receiving the first reminder letter.
- If payments remain outstanding **at the beginning of the second week** a member of the Finance Team will attempt to contact you to discuss the debt. If payment is not forthcoming a **second reminder letter** will be issued at the end of the second week requesting payment by the following Monday.
- If payments remain outstanding **at the beginning of the third week** a **'final warning' letter** from the Head teacher will be issued to you. If the debt is not settled **your child's place on the residential/visit may be in jeopardy**. The matter will be referred to the **School Governors**.
- If monies remain outstanding **at the beginning of the fourth week** a **'notification of withdrawal of the residential/visit place' letter** will be issued by a member of the Finance Team This letter will give you a final opportunity to clear the outstanding debt; if the debt is not cleared **your child's place will be withdrawn.**

If there are extenuating circumstances as to why the debt cannot be promptly settled we would expect you to make an appointment to speak to a member of the school's Finance Team (Mrs Thorley, School Business Manager or Mrs Hardman, Finance Officer) or to the Head teacher, Mr Hoare, to discuss the matter.