



# School Debt Policy

Rudyard Kipling Primary School

Date: November 2022

Review Date: November 2023

As from 1<sup>st</sup> September 2020, Rudyard Kipling Primary School will adopt a strict **NO DEBT** and cashless policy in relation to School Meals, After School Club, Breakfast Club and Nursery Fees.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received. If you think you may be eligible for Free School Meals, please contact the school office for further details. If your child(ren) orders a school meal and this has not been paid for then you will be contacted to make a direct payment or bring in a packed lunch to school on the same day. The school also offers an additional Breakfast and After School Club, which has a pricing structure included below.

As a school, we aim to act promptly to address issues at an early stage, this is to prevent arrears of dinner monies and club fees from accumulating to a point beyond parents means to settle. The school will, in exceptional circumstances, postpone the refusal to provide meals or attendance to After School / Breakfast Clubs if parents have advised us of their financial situation and the school is satisfied the funding will be forthcoming.

Please see below how the school expects to receive payments:

School Dinner – In advance or on the day via ParentPay

Breakfast Club – In advance by ParentPay

After School Club – In advance on ParentPay or on the day the service is required. There is a 12 noon cut off for bookings and 1pm cut off for payment.

Nursery – In advance via ParentPay

In line with COVID-19 guidance, we will become a cashless school by September. All payments must be made **Online using ParentPay**. Therefore, no cash payments for these service will be accepted unless in exceptional circumstances.

### **Breakfast Club**

Breakfast Club is very popular and is an extended service run in house by our great staff. This is available to all children between Years R-6. The club runs from 7.30am to 8.45am every day. We have staggered drop off times. The prices and times are below. The children have access to healthy food such as cereals and hot food. The club also offers games and activities. Rudyard's Breakfast Club has won awards in recent years.

This service is heavily reliant on prompt payments to remain financially viable. We therefore require all bookings and payments in advance. Breakfast club is booked on a week by week basis. All bookings must be made via the school websites online booking form. Bookings for the following week must be made by 12pm on the previous Friday with FULL payment made by 1pm. Any bookings not paid for by this deadline will be cancelled. If you already have credit on your ParentPay account this will be debited accordingly and you will not need to pay after booking. If however your account is not in credit, payment will need to be forthcoming by the 1pm deadline. The school will confirm your booking via text by the end of every Friday.

If you have booked and paid for weekly sessions but your child is ill or not in school, then this session will be credited on your ParentPay account. You will still need to book your sessions via the form as required.

Breakfast Club staff will be given a weekly confirmation of booked and paid for attendees. Therefore if your child is not on the list, we will not be able to accept your child at Breakfast Club on that occasion. You will need to book for the following week via the online form. Only in exceptional circumstances will attendance be agreed on the morning by the Head.

### **After School Club**

After School Club is a very popular extended service which is run in house by our great staff. This service is available to children in years R-6. Children have access to craft activities, games and a healthy snack. The club runs every day between 3.15pm and 5.30pm. There are two collection times, 4.30pm and 5.30pm. Prices are included below.

This service is heavily reliant on prompt payments to remain financially viable. We therefore require all bookings and payments in advance. After School Club is booked on a week by week basis. All bookings must be made via the school website via the online booking form. Bookings for the following week must be made by 12pm on the previous Friday with FULL payment made by 1pm. Any bookings not paid for by this deadline will be cancelled. If you already have credit on your ParentPay account this will be debited accordingly and you will not need to pay after booking. If however your account is not in credit, payment will need to be forthcoming by the 1pm deadline. The school will confirm your booking via text by the end of every Friday.

If you have booked and paid for a session but your child is ill or not in school, then this session will be credited on your ParentPay account. You will still need to book further sessions via the form as required.

This service is heavily reliant on prompt payments to remain financially viable. If a session is not paid for, we will contact you for payment. If this is still not forthcoming, we will not be able to accept your child(ren) at the club and we will expect your child to be collected at the end of the day. The school will not allow arrears.

These measures have been put in place for After School Club and Breakfast Club to reduce the risk of high value arrears accumulating over time. Both these extended services cannot run without prompt payments as revenue covers staffing, resources and food. The school expects all families to treat these services as they would in a private setting.

### **School Meals**

The school's expectation is that if you pay for school meals, you have paid online on the day or in advance. If you genuinely forget to pay, you will be granted one concessionary day to pay for this. However, no further meals can be ordered until this debt is cleared fully. If the debt remains unsettled, parents must provide their child(ren) with a packed lunch. In the event a debt payment is not received, nor is a packed lunch provided the school will contact you. If we

become concerned that a child is regularly missing meals or sent to school without food or lunch money, we may need to inform children's services.

This debt policy's aim, is to prevent and support families to pay for our services. The school will work closely with any families requiring support in these matters including settling any debts. However, where no attempt is made to clear any debt, we will follow the procedure of the School Meals Debt Policy and the school may request support from the councils Debt Recovery Team.

We hope by implementing this policy we are able to help parents/carers manage school dinner money and Breakfast / After School Club fees.

### **Nursery**

If your child attends paid sessions at either Carle (2 year olds) or Armstrong (3/4 year olds), we require advanced payments. Sessions will not be booked unless payment is forthcoming. We are not able to allow any level of debt to accrue in relation to Nursery provision.

Please pay for your nursery sessions via ParentPay promptly. Once your payment is received, a confirmation text will be sent and our Nursery staff will be informed. However, if you have not paid promptly your session will not be booked and therefore could be given to another family.

If you honestly forget to pay on the odd occasion, you will be given one session as a grace period. You will then be required pay for this session before any others can be booked. This is to clear your account of any arrears and therefore stop any debts accruing beyond the means to settle.

### **Debt Policy Implementation**

#### Key Information

- All parents should be provided with a copy of the debt policy when their child joins the school.
- If you feel you may be eligible for Free School Meals, please contact the school for further information.
- All school lunches must be paid for in advance, unless previously agreed with the school. No child should be sent to school with no money in their account and expect to be given a meal.
- Parents who don't want their child to have a school lunch, should provide a healthy packed lunch.
- All extended services should be paid for as mentioned above

## School Dinner Debt Implementation Process

**Level 1 - Indicator:** A child's account goes into debt.

**Action 1:** Parent/Carer will be contacted to alert the parent to pay the balance immediately.

**Level 2 - Indicator:** A child's account remains in debt the following day but is still requiring lunch or extended service

**Action 2:** - A call is made to the parent/carers to ask them make payment immediately or alternatively bring a packed lunch into school for their child(ren). If the debt relates to an extended service the parent is advised they cannot book further session until this debt is settled.

**Level 3 - Indicator:** The parent does not comply with any of the above options, and the debt remains.

**Action 3:** Another call to parent, requesting a lunch is brought into school straight away. If they require a school lunch, payment needs to be made for the debt and current meal before we can order a lunch. If the debt relates to an extended service, the parent is advised to settle their debt and pay for the next session in order for them to access this service. If this is not forthcoming, we will refuse to accept your child(ren) at the club. The school will inform the parent a debt letter will be sent if the debt is not cleared. A debt letter will be sent, depending on the outcome, with agreement by the Head.

**Level 4 Indicator:** A child's account remains in debt – Unpaid debts as above

**Action 4:** Refer to the Head Teacher to contact parent/carers.

If the debt remains unpaid the LA will assist in recovery – this could be a letter from a 3<sup>rd</sup> Party – e.g. School Meals Team Manager alternatively the school may request assistance from the council's debt recovery team.

## Rudyard Kipling's School Prices

School meals (ParentPay online or cash on the day. Weekly payments need to be received on the Monday morning)

£2.25 per day

£11.25 per week

### **AFTER SCHOOL CLUB**

Times: 3.15pm – 5.30pm

A variety of activities take place and children are given a snack and a drink.

**All places must be pre-booked and paid for in advance via the school websites booking form and ParentPay.**

You can collect your child(ren) from the After School Club door at the following times, session prices are indicated.

	<b>Normal Fee (per child)</b>
<b>3.15pm-4.30pm</b>	£9.00 daily or £45.00 weekly
<b>3.15pm – 5.30pm</b>	£10.00 daily or £50.00 weekly
<b>4.15pm – 5.30pm</b> <i>**Following other after school activity</i>	£7.00

### **BREAKFAST CLUB**

Times: 7.30am – 8.45am

A variety of activities take place and children are given breakfast up until 8.15am.

**All places must be pre-booked weekly and paid for in advance via the school websites booking form and ParentPay.**

You may leave your child(ren) with a member of the Breakfast Club Staff at the main entrance of the school at the following times, session prices are indicated.

	<b>Normal Fee (per child)</b>
<b>7.30am</b>	£5.00 daily or £25.00 weekly
<b>7.45am</b>	£4.50 daily or £22.50 weekly
<b>8.00am</b>	£4.00 daily or £20.00 weekly
<b>8.15am</b>	£3.50 daily or £17.50 weekly