



[The Ellis CE \(VA\) Primary School](#)

Debt Policy

Approved by HT	September 2016
Renewal Due	September 2019
Renewal Frequency	3 Yearly

Debt Policy

The school collects money for school lunches, breakfast club and voluntary contributions for trips. There may be other occasions in school where charges are applicable, for example, some externally provided after school clubs. All monies are collected through the ParentPay system and parents can log on and check their payments and balances at any time.

The school will work with families to ensure they do not accrue excessive debt. To this end, certain limits will be applied to the amount of monies that may be owed to the school. For breakfast club, school lunches and after school activities, a maximum of four week's payment may be permitted.

Once the amount of monies owed reaches three weeks an informal reminder will be made in person or by telephone by the school secretary and the date of the contact recorded. Parents will be expected to settle the amount owed in a single payment by the end of the next week.

If payment is not made by the end of the fourth week, a letter will be issued by the secretary asking for the full four weeks outstanding monies to be paid within one week, however, a sensitive approach will be taken if the full balance is unable to be paid at that time. In such cases a repayment plan may be agreed between the secretary and the parent to ease the financial burden and a letter will be issued to the parent confirming the agreed terms.

If payment does not start to be repaid after the end of the fifth week, a final letter will be issued by the secretary advising that the matter may be referred to the Council's Legal Services Section. At the Headteacher's discretion, their child will be unable to have any further school lunches or breakfasts until the amount of monies owing has reduced and that in future, payments may need to be made in advance.