



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

Debt Policy

Completed and approved RH. To be reviewed April 2023.

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 external or internal after school clubs, music tuition or residential trips. All monies are collected through the ParentPay system and parents can log on and check their payments and balances at any time.

Payments are to be made in advance unless otherwise stated on correspondence directly related to an activity or event. In this instance a reasonable timescale will be given for the completion of payment.

At The Ellis we do not accept minus balances and the school will work with families to ensure they do not accrue debt. In the unfortunate event that a debt does accrue, suspension of any further chargeable meals or activities will ensure this does not increase and parents will need to send their child to school with a packed lunch. 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 next week, a formal letter will be issued from the school asking for the full outstanding monies to be paid within one further week. 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 the matter will be referred to the Council's Legal Services Section.

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