



# Kenningtons Primary Academy

## *Debt Recovery Policy*

**2024 - 2026**

<b>Date of Approval</b>	7 <sup>th</sup> March 2024
<b>Review Duration</b>	2 Years
<b>Date of Renewal</b>	March 2026

# Kenningtons Primary Academy

## Debt Recovery Policy

March 2024



**The Governing Body has resolved to ensure that all children receive a meal at lunch time whilst recognising that the academy budget should not be used to pay for debts incurred by individual parents/carers.**

### CONTENTS

- 1 Introduction
- 2 General Principle
- 3 Free School Meals
- 4 Procedure for collection of arrears

Appendix 1 – Gentle reminder letter

Appendix 2 - Accumulated school meals arrears letter

Appendix 3 - Non-payment of school dinner money arrears

## 1. Introduction

This policy concerns the collection of school meals money and Breakfast Club money and the approach to be taken in cases of debts arising when parent/carers fail to pay for school meals/breakfast club.

All pupils in the Foundation Stage and Key stage 1 are now entitled to receive Universal Infant Free School meals

## 2 General Principle

- 2.1 School meals/Breakfast Club must be paid for in advance. If a pupil is to have meals or attend Breakfast Club for the duration of the week, monies must be received in advance of, or during that week.
- 2.2 If the academy is to accept pupils having an occasional meal, or an occasional attendance at breakfast club, monies must be received during that week.
- 2.3 If debts are incurred, these have to be paid from the academy budget. This means that money which should be spent on all pupils' education in the academy is used to pay for debts incurred by individual parents/carers. The Governing Body see this as unacceptable and request that all parents/carers give this policy their full support.

## 3 Free School Meals

- 3.1 KS2 pupils will not be provided with a school meal unless it is paid for, except those confirmed as entitled to free school meals.
- 3.2 If parents/carers believe that their child/children may qualify for entitlement to free school meals, they should contact the academy or complete an online application form on the Local Authority website.
- 3.3 As this allowance is a statutory right for qualifying pupils it is important that parents/carers make use of it.
- 3.4 The academy is only allowed to provide free school meals to pupils where entitlement has been verified.

## 4 Procedure for Collection of Arrears

**Breakfast Club and After School Club Accounts are not permitted to go into arrears at any time.**

The parent/carer must ensure their child's account has sufficient funds available at the time of booking the session. The Board of Trustees have therefore agreed the following policy where dinner money arrears arise.

- If the debt exceeds £2.30 a gentle reminder will be sent home via Parentmail to remind the parent to pay.
- If the arrears have not been paid within one week, or the debt or the debt has increased, a phone call home will be made, or a written letter will be sent home to request that the parent makes payment. (Appendix 1)
- If after two weeks, the debt has still not been repaid a final letter will be sent to the parent/carer informing them that no meals will be provided for their child/children until payment has been made, and a repayment plan will be offered. (Appendix 2)
- Any parent/guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- Once the final letter deadline has expired, the Board of Trustees will decide whether legal proceedings should begin. (Appendix 3)

**APPENDIX 1**

**Date**

Child's Name:

Dear Parent / Guardian

According to our records, there are some outstanding dinner / breakfast club monies for your child / children.

The arrears are for the week commencing .....

Please make the payment of £ ..... tomorrow.

If you have any queries regarding the above, please contact the School Office.

Yours sincerely

Headteacher

**Date:**

**Accumulated School Meals / Breakfast Club Arrears**

Child's Name:

Dear Parent / Guardian

Following our letter dated ..... regarding outstanding dinner money / breakfast club money, our records show that this has not been paid.

To date, the amount of arrears is £.....

Until the debt is cleared, you must provide a packed lunch for your child / children as your child will be unable to attend Breakfast Club. In a case when payment is not received, nor a packed lunch provided, we will phone to ask you to top-up your ParentMail account, or bring a packed lunch to the School Office before lunch time.

These arrears need to be cleared as soon as possible. Payment can be made via the online payment system, in cash, or by cheque made payable to Kenningtons Primary Academy.

Any parent / guardian experiencing financial difficulty may make a claim for the remission of charges, which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and / or wish to discuss this matter, please contact the School Office.

Yours sincerely

Headteacher

**Date:**

**Non-payment of school dinner money arrears / Breakfast Club arrears**

Child's Name:

Dear Parent / Guardian

Our records show that you have not cleared the school dinner / Breakfast Club money arrears for your child / children despite previous letters sent home on ..... and .....

Arrears to date total £ .....

Following the academy's policy on dinner money debt recovery, a copy of which was sent to you when your child started school / started in KS2, I must inform you that if payment is not received within 5 working days, the Board of Trustees will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a 'Summons to Court'.

Until the debt is cleared, your child is unable to attend Breakfast Club, no meals will be provided in the academy and you need to provide a packed lunch for your child / children.


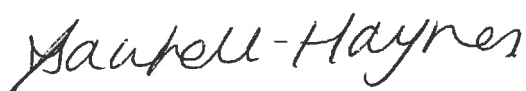
Any parent / guardian experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the School Office.

Yours sincerely

Headteacher

**This Policy was reviewed by the Academy Manager, approved by the Finance, Audit & Premises Committee and ratified by the Governing Body on a 2-year cycle. It must be signed and dated by the Chair of Governors and Headteacher and displayed on the School Website.**

Signature of Chair of Governors:   Date: 7/3/24	Signature of Headteacher:   Date: 7/3/2024
---	---