

**SODBURY VALE FEDERATION**

# Payments and Arrears Policy

*Policy Number*      *SVF005*

*Version Number*      *01*

*Issue Date*      *May 25*

*Date of Review*      *May 28*



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## 2 VERSION HISTORY

Version Number	Reason for Issue	Date of Issue
01	Initial Issue For Federation	May 2022
02	Review	May 2025

### 3 INTRODUCTION

This Policy has been compiled to reflect the difficulties placed on schools in balancing the social welfare of pupils with the management of monies owed to the school for chargeable services. If debts are incurred then the school's budget has to pay for them resulting in unforeseen decreased funding for other activities within the school. The result of this is that money, which should be spent on the children's education, is used to pay debts incurred by parents. Across the school community this has a negative impact.

Examples of chargeable services provided by the school include: School meals, Music tuition and Nursery sessions (additional to the local authority free sessions). Other chargeable service may come under this policy.

### 4 PAYMENTS

#### 4.1 GENERAL PRINCIPLES

All monies for all chargeable services should be paid in advance, termly, half-termly or on the first school day of the week depending on the service provided.

The preferred method of payment is via the School COMMS system for St John's Mead and cash/cheque for Horton.

#### 4.2 SCHOOL MEALS

As detailed in section 2.1 school meals should be paid weekly. However, it is understood that circumstances change and that on occasions a child may unexpectedly need a school meal later in the week. In this case, payment should be made on that day.

When a pupil has failed to produce dinner money, the School may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost on the way to School, domestic issues etc. Parents should be contacted and the meal should be paid for at the next opportunity.

Where payment is not made as requested above, a reminder will be sent to the parent by the administrator (telephone, text message, bookbag note). If payment is not forthcoming within five days of this contact the matter will be referred to the Executive Head Teacher. At this point a formal letter should be sent to the parent stating the amount of the arrears and requesting that the child either brings a packed lunch to school or goes home for lunch until the debt is cleared. (Appendix Letter 1).

If in the opinion of the Executive Head Teacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded in writing to the parent and a copy kept as a record.

If this is the case an appointment will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed.

If the problem persists, the Chair of Governors should be informed and contact to be made with the family to help them through any difficulties.

### 4.3 MUSIC TUITION

All music tuition payments must be for the full term and paid 48 hours before the first lesson.

If payment is not made then it will be assumed the tuition is no longer required. The child will be sent back to lessons if the tuition payment has not been made in advance.

Payments must be made term by term or for multiple terms in advance. It will not be assumed that tuition will continue across terms if payment is not made.

Tuition is only available for the full term.

### 4.4 NURSERY SESSIONS (ST JOHN'S MEAD)

All chargeable nursery session payments must be booked with the Nursery Administrator for the full term and paid 48 hours before the first session.

If payment is not made then it will be assumed the session is no longer required and the place will be offered to other parents.

Payments must be made term by term or for multiple terms in advance. It will not be assumed that sessions will continue across terms if payment is not made.

We appreciate that circumstances change and that on rare occasions a child may need to stay in nursery due to pick-up delays. In this case, payment should be made on that day.

Where payment is not made as requested above a reminder will be sent to the parent by the administrator (telephone, text message, bookbag note). If payment is not forthcoming within five days of this contact the matter will be referred to the Executive Head Teacher. At this point a formal letter should be sent to the parent stating the amount of the arrears.

If payment is not resolved by the end of the term an appointment will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed.

Failure to pay may result in the parent being asked to remove their child from the Nursery.

## 5 APPENDIX 1

Insert name and address

Insert date

Dear

Re: Dinner Money Arrears for (insert child's name)

Dinner Money arrears for (child's name) is £..... as at (insert date).

Please can you arrange for immediate payment (cheques payable to South Gloucestershire Council) to the School Office.

Until this debt is cleared (insert child's name) must bring in a packed lunch or go home for lunch.

If you need to discuss this please make an appointment to come and see me.

Yours sincerely

Mrs Nicola Berry  
Executive Head Teacher