



PRIDE IN EXCELLENCE

DEBT POLICY

Author

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Version

1.2

Last Updated

October 2021

Adopted by School

October 2021

Next Review

October 2023

DEBT POLICY

We have a strict no debt policy our school.

SCHOOL MEALS

If parents/carers believe that their children may qualify for entitlement to Free School Meals please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Evidence requested must be provided on time. Free meal entitlement will only apply from the date the school receives the evidence. It cannot be backdated.

Parents and carers must pay in advance for the school lunch using any of the methods of payment outlined below:

- Credit/Debit Cards online using sQuidCard via the Weduc app. **THIS IS OUR PREFERRED METHOD**
- PayPoint top up cards. Please ask at the school office about this. Present your card at any PayPoint retailer. The funds will be credited to your sQuid account within 24 hours.

Children will not be provided with a school lunch unless it is paid for in advance, unless the child is entitled to free school meals. If a parent or carer genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid by the next day and future meals must be paid for in advance before any more meals are provided.

If the debt is not cleared parents must provide a packed lunch. When a debt payment is not received nor a packed lunch provided, the school office will contact the parent or carer to ask them to pay online immediately or bring in a packed lunch before midday. In this situation, the child will be offered a sandwich in lieu of a meal that day.

If there are any debts in any of the child's Weduc payment purses, a meal will not be provided until these debts are cleared, with the exception of children eligible for Free School Meals.

BREAKFAST CLUB AND FULL TIME NURSERY FEES

Payment for all Breakfast Club and Nursery fees should be made in advance, by paying on Weduc and booking the relevant payment item.

Children will not be allowed to attend Breakfast Club or Nursery, if there are any debts on any of the child's Weduc purses. Their places will be temporarily suspended.

If the debt is not cleared in a timely manner, the place in the Breakfast Club or full time Nursery may be withdrawn.

LATE FEES

Parents and carers who are late collecting their children after 3.15pm will be charged. Children should be collected from the entrance by the main hall and will be asked to sign their child out of *Lates*.

There are a limited number of *Lates* places available from 3:05 – 3:45pm, which can be pre-booked. This service costs £3.00 per day and must be booked online on Weduc. Places will not be secured until payment is received.

If a child has to go to *Lates*, but is not booked in, parents will be charged £5.00 up to 30 minutes or part thereof. From 3:45pm, parents will be charged £3.00 per 5 minutes or part thereof. Persistent late collection will incur a higher charge.

Activity club places will be suspended or withdrawn following persistent late collection

WEDUC PAYMENT PURSES

We understand that on occasion a parent or carer may have funds on one purse in their Weduc account but be in debt in another. For example, those parents and carers who fund clubs with Childcare Vouchers may be in credit for club provision but still owe money for school meals.

The school does not have the authority to move parent and carers' funds from account to account, therefore it is the parent or carer's responsibility to ensure that all accounts are in credit. In exceptional circumstances, the school contact sQuid to arrange transfer of funds between items, however, the parent must provide written consent for this transfer to take place.

EXCEPTIONS

Individual cases of financial hardship/family circumstances will be taken into consideration by the Headteacher.

Formally adopted by the Board of Governors: DATE OF FGB MEETING

Review Date: October 2023