



Kensington Avenue Primary School

School Debt Policy

Adopted by: The Governing Body

Date: January 2019

Last reviewed on:

Next review due by: January 2022

School Debt Policy & Procedure for Parents & Staff

Kensington Avenue Primary School has a strict NO DEBT policy relating to the provision of school meals, nursery fees, clubs and other chargeable services.

The school budget has to cover all costs that are incurred including unpaid debts. This could mean that money which would have been spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support and ensure that sufficient funds are on their Parent Pay account.

All chargeable services must be paid for **in advance** using a Credit/Debit Card online using Parent Pay. The staff in the school office can assist you in using this. If you do not have access to the internet, then we can provide you with a Pay Point Card which can be used in pay point kiosks. If requested, the school has a printed list of your local pay points or this information can be downloaded from Parent Pay Locator on the internet.

We would encourage any parent /carer who may experience financial difficulty to talk to us at the earliest opportunity so that we can endeavour to support parents / carers and their families.

School meals

If parents believe that their children may qualify for entitlement to Free School Meals please contact the 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.

However, there are occasions when an account is in arrears and if your child/ren has/ have a debt on their school meal account they **will not be** provided with a school lunch. Until the debt is cleared, parents must either provide a packed lunch or arrange to take their child home for lunch, or a light lunch of cheese and crackers will be offered, there will be a cost associated to this that will be added onto the Parent Pay account.

We endeavour to contact parents/carers when we become aware that a debt is on an account by telephone or text to ensure that children are able to have a school meal as we recognise that this can be upsetting for them.

Nursery

All nursery places over 15 hours have to be paid for. Parents who are eligible for funding are required to apply for a funding code from the Government site: www.childcarechoices.gov.uk and are responsible for ensuring the school is provided with the code the term before their child/ren is/are due to start nursery.

All fees should be paid promptly, if the account is in arrears we will contact parents/ carers to request that the arrears are cleared. If arrears are not cleared within an agreed period, it may result in the loss of the nursery place. Parents/carers would need to agree to a payment plan and all arrears must be repaid in full.

Full-time nursery children who require a school meal will need to pay in advance using a Credit/Debit Card online using Parent Pay.