



BISHOPS TAWTON PRIMARY SCHOOL AND BISHOPS TAWTON PRE-SCHOOL **Arrears Policy**

Review Date: January 2017: In line with Charging and Remissions policy

This Policy has been compiled recognising the difficulties placed on schools in balancing the social welfare of pupils with the management of the County Council's money. If debts are incurred then the school budget has to pay for them. This means that funds which should be spent on the children's education are used to pay debts incurred by parents, most people in the school or Pre-School community would feel was unacceptable.

- Fees / money owing should be paid within 7 days of receiving the invoice.
- Preferred method of payment is by cheque made payable to Devon County Council. If cash payments need to be made, they should be put in a clearly named envelope and posted in the secure box provided.
All payments are recorded on the register.
- We appreciate that circumstances change. Parents are encouraged to contact the office staff as soon as possible to enable all parties to come to an agreement regarding payment. Confidentiality will be assured.
- Where payment is not made as requested above, a reminder will be sent to the Parent/carer by the administrator. If payment is still not forthcoming a weekly reminder will be sent by e-mail or a letter sent home via the child. If after 4 weekly reminders the balance of the debt has not been reduced, a formal letter from the Head Teacher will be sent to the parent requesting that the child either:
 - brings a packed lunch to school
 - no additional pre-school hours will be available
 - the child will not be allowed to attend trips unless full payment is made up front ...until the debt is cleared or a payment plan is agreed.
- If the debt reaches a figure of £100 or more a formal letter from the Head Teacher will be sent irrespective of weekly reminders
- If all attempts to recover the debt are unsuccessful the parents will be advised that the school will need to refer the matter to the Devon County Council Client Support who will follow up with the appropriate action to recover the arrears

****APPLIES TO PRE-SCHOOL****

- If a child is absent due to sickness or holiday any non funded hours will be charged at 50% of the hourly rate.
- In the case of long term sickness - 7 days + their place will be kept open.

*Please note that good communication is the key factor in managing payments and we ask that Parents and carers communicate openly with the school in order for arrears to be managed.

Residential trips:

A non-refundable deposit is required before a place is booked.

All outstanding balances need to be paid 2 weeks before the trip.

All residential trips are voluntary and if financial assistance is required we contact local charities. Instalment plans are in place with regular reminders by e-mail or letter home.

- We appreciate that circumstances change. Parents are encouraged to contact the office staff as soon as possible to enable all parties to come to an agreement regarding payment. Confidentiality will be assured.

* Where no contact has been made regarding the outstanding balance we assume the child no longer wants to take part and their place is cancelled.

Bishops Tawton Primary