



**Branscombe CE Primary School, Broadhembury CE Primary School and  
Farway CE Primary School**

**Payment Arrears Policy**

<b>Responsible for review</b>	
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<b>Due for review: Summer</b>	<b>Approved by Governing body on</b>	<b>Head teacher signature</b>	<b>Chair of Governors signature</b>
<b>2017</b>			
<b>2020</b>			
<b>2023</b>			

## **1. School Meals Arrears**

This policy, that has been adapted from Devon County Council, has been compiled to simplify and clarify the process for payment of school meals.

- Payment for school meals should be made on the Monday BEFORE the meals are taken.
- The school is unable to provide change, parents will be regularly informed that the correct money is required.
- Parents are welcome to pay for schools meals for half a term, or a whole term or for a number of meals at a time allowing flexibility.
- The school will inform parents via the newsletter the cost of meals for each half term if parents wish to pay in advance. Any meals paid for but not taken will be credited into the next term.
- Where dinner money is outstanding but a debt of less than £20 accrued the school may allow a meal to be provided where it is felt that this is a temporary situation, eg money lost on the way to school, minor domestic problem, etc.
- If a debt of more than £20 is accrued the parent will be asked for immediate payment of outstanding debt before further meals are ordered.
- Where a pupil continues to require meals and no payment is made, the matter will be referred to the headteacher who will consider the individual circumstances of the pupil and parents.
- If a cheque is not honoured by the bank, payment must be made in cash in full by the parent within 3 working days.



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- If two cheques have not been honoured on different occasions no further cheques will be accepted from the parent.

The following letter may be written onto headed paper and sent to parents who have dinner money arrears.

**Date**

Dear Mr and Mrs

SCHOOL DINNER MONEY FOR: (Name)

The amount below is outstanding **(Dates)**. Please can you bring the money into school by **(Date)** – please also include any money for meals required in the weeks commencing – **(Date)** Cheques should be made payable to Devon County Council.

Amount
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In accordance with our policy, payments for school meals should be made on the Monday before the meals are taken and if a debt of more than £20 is accrued the parent will be asked for immediate payment of outstanding debt before further meals are ordered.

If you have any queries regarding this amount please either telephone or call into the school office.

Yours sincerely

Katie Gray



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**2. Preschool Payment Arrears**

- Parents/Carers will be invoiced half termly for any hours above the claimable government funded hours (currently set at 15 hours).
- Invoices will be sent near the beginning of each half term, billing for that half term.
- Invoices are based on the number of hours booked, not the number of hours attended.
- Invoices should be paid within 30 days of receipt.
- Invoices unpaid after 40 days or more will be reported to the Headteacher immediately.
- Payments should be made in cash, or by cheque made out to Devon County Council.
- Parents/Carers claiming part of their funded allowance at another setting must let the Administrator know as soon as possible so that invoices and funding claims can reflect this.
- Parent/Carers wanting to increase their child's regular attendance or adjust days (but keeping the same total number of hours) at preschool should speak to the Administrator in the first instance to find out if this is possible (for capacity reasons). If the extra hours/adjustment to days are possible, the extra attendance can begin the following day.
- Parent/Carers wanting to decrease their child's regular attendance at preschool must give notice in writing to the School Administrator a school half term before the change in hours is required. If you require a change to occur sooner than this, please speak to the Headteacher who will do her best to accommodate your needs.
- If the full amount invoiced has not been paid by the deadline, a reminder shall be sent out via the child notifying that payment is immediately due and to contact the Administrator to discuss individual circumstances should it be difficult for the parent/guardian to make the said payment (using the letter below).
- Where a pupil continues to attend preschool sessions above the number of funded hours and no payment is made, the Administrator will contact the parents to ascertain the situation and chase money accordingly. The advice at this point is likely to be that the child cannot attend additional hours (above the claimable funded hours) until the balance is paid. However, the school may allow session attendances to continue to be provided where it is felt that this debt is a temporary situation and that there is a payment plan in place.



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- After contact with the parent is made and if payment is still not forthcoming, a Final Reminder will be sent notifying that the child will be excluded from attending additional hours (above the claimable funded hours) and that the debt will be referred to Devon County Council.
- If a cheque is not honoured by the bank, payment must be made in cash in full by the parent within 3 working days.
- If two cheques have not been honoured on different occasions no further cheques will be accepted from the parent.

**Date**

Dear Mr and Mrs

The amount below is outstanding for the period **DATES**. Please bring payment into school by **DATE**. Cheques should be made payable to Devon County Council.

£....

Our policy states that payments for preschool extra hours should be made within 30 days of receipt of invoice and then if arrears are still unpaid after 40 days the parent will be asked for immediate payment of the outstanding debt, otherwise attendance above the claimable funded hours may be refused. Therefore, if payment is not received by DATE, I will need to consider whether (CHILD'S NAME)'s attendance for the chargeable hours can continue.

If you have any queries regarding this amount, or would like to discuss a payment plan please either telephone or call into the school office.

Yours sincerely

Katie Gray



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