



## **Our School Vision**

**In our school:**

**we love deeply, respecting everyone and treating them with dignity;  
we aspire with confidence, working hard and embracing challenge;  
we serve God and our community, following the example of Jesus, to create a better world.**

*“Live a life filled with love, following the example of Christ. He loved us and offered himself as a sacrifice for us.”*

**Ephesians 5:2 (NLT)**

**Our School Values: Love, Aspiration, Service**

***Latymer All Saints C of E Primary School  
Debt Recovery Policy 2026 - 2027***

Latymer All Saints C of E Primary School will actively pursue the collection of monies owed to it. The parents/carers are jointly and severally liable for the charge. The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the school to receive all income to which it is entitled.

A debt recovery policy has been developed to support the Latymer All Saints C of E Primary School Financial Regulations and is stated below.

### **Policy Statement on Debt Recovery**

- The school will actively pursue the collection of monies owed to it.
- The School Business Manager is required to ensure that all invoices outstanding are accurately recorded and maintained.
- The School Business Manager must document all steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed, and/or phone calls and letters that have been sent to, and exchanged with debtors. Should the school find that a child is going without lunch because parents/carers are failing to pay, it may be necessary for the Headteacher to inform the Education Welfare Officer or Social Services.
- For all outstanding debts a final statement (stamped final notice) must be issued to all persons liable for the charge. This statement must state 'legal action may be taken against you if this account remains outstanding after a period of no less than 14 days'.
- The Governing Body must discuss the various debt recovery options available.
- The Governing Body must approve the school undertaking legal action. The approval to pursue the debt must be in the Governing Body minutes. The anonymity of the families involved must be preserved at all times.
- The cost incurred by pursuing the outstanding charges cannot be passed onto the debtor.
  
- The debtor must be given appropriate notification and time to pay the outstanding charge. The debtor must receive, as a minimum, a final statement, which states that this is the final notice and that further action will be taken.
- The Headteacher can waive or reduce the charge, where they believe the debtor is experiencing financial hardship.
- The waiving or reduction of the charge is to be dealt with confidentially between the debtor and the Headteacher.
- A debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegate.
- A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective, to pursue the debt through legal action.
- If a child no longer has school dinners, any outstanding money will still need to be paid. As soon as payment is made on the ParentPay or Arbor and the account is in credit, school dinners can be arranged once again. Parents who are experiencing difficulties paying for dinner money may be eligible for Free School Meals.

Parents who are experiencing (or think they are likely to experience) difficulties should contact the school at an early stage.

- **If a parent owes money for school dinners or breakfast club and pays for other items, such as school journey using ParentPay, Arbor or other accounting used by the school, the school reserves the right to redirect this payment and use it to clear the dinner money debt.**
- **If a parent owes money for school dinners, the school reserves the right to restrict access to extended school services, such as Breakfast Club, until the dinner money debt is cleared.**

### **Extended School Services**

Breakfast Club fees must be paid in advance through Parent pay or Arbor. The rate for these extended services may change annually and is at the discretion of the school. Any changes will be implemented at the start of a new financial year (April) and parents/carers will be notified in advance.

**Please note that if fees are in arrears, this could jeopardise a child's place at the club.**

Should parents become behind with payments for Breakfast Club, they will be sent a first reminder requesting payment. Should the debt remain outstanding, a second reminder will be sent out to tell parents

that should the amount not be paid by the specified date, their child will lose their place. The child's place may then be withdrawn completely if the payment is still not received by the school. Should this happen, attempts will continue until the monies outstanding is recovered.

### **School Dinners**

At Latymer All Saints C of E Primary School, we use ParentPay<sup>[JP1]</sup> or Arbor for school dinner payments. Parents have an account which should be kept in credit.

If an account is in arrears, parents will be contacted by telephone, text and letter to inform them that they need to make a payment immediately. **Parents will also be informed that children must be sent to school with a packed lunch until their ParentPay or Arbor account is in credit.**

If we do not receive a response to the first letter either by payment or by contacting the office, a second letter will be sent within five working days. If there is still no response the parent/carer will be contacted by the school office to discuss the matter further.

**If a parent fails to pay the debt or provide a packed lunch, the school may have no alternative than to contact social services to inform them parents are not carrying out the responsibility of care in providing food for their child at lunchtime.**

### **School Journey**

All school journey payments are to be paid using ParentPay<sup>[JP2]</sup> or Arbor. **Please note that if parents do not pay the full amount by the time specified in the documentation for the school journey they will jeopardise their child's place and may lose their initial deposit.**

### **School trips**

Throughout the year classes go on educational visits to enhance their learning. We often ask for contributions towards these visits and though we may state that these contributions are voluntary, we reserve the right to cancel the trip if enough contributions are not forthcoming. If parents are experiencing genuine hardship, they are encouraged to talk, in confidence, to a member of the Senior Leadership Team.

### **Other Payments**

From time to time, during the academic year, either a class or the whole school will be taking part in specific activities such as Art Week, Book Week, Dance Festival, food tasting etc. and we may send letters home asking for nominal contributions towards these activities. If sufficient contributions are not received this may result in the activities being cancelled.

## **Monitoring arrangements**

This policy will be reviewed annually by the Finance and Premises Committee. Any amendments will be presented at a meeting of the Full Governing board.

**Reviewed and Approved by:** The Finance and Premises Committee

**Date:** June 2025

**Ratified by Full Governing Board**

**Date:** July 2025

**Next review due:**

**Date:** July 2027

**Latymer All Saints C of E Primary School is committed to the safeguarding of our pupils and staff.**