



Hempsted C of E Primary School

Debt Policy

Growing Together in God's Love

Approved by: Full Governing Body **Date:** 6/3/2024

Next review due by: March 2025

Signed: *Ben Noh* 6/3/24 on behalf of the Governing Body

Growing together in God's Love

We will aspire to achieve our unique God given potential by 'living life to the full' (John 10:10). We will share an inspiring education underpinned by the strong Christian values of our community.

"I can do all things through God who strengthens me." Philipians 4:13:

Our Mission Statement

We will achieve our vision together by:

- *Enabling our children to be happy, creative and successful learners who strive to be their best; truly celebrating everyone's unique abilities.*
- *Providing a broad, structured and challenging curriculum, reflecting our Christian beliefs, so that each child can flourish; spiritually, morally, socially, culturally and academically.*
- *Being an inclusive school where everyone can feel safe, hopeful and happy.*
- *Fostering self-esteem, dignity and respect, founded in our deeply Christian values.*
- *Placing our church school at the heart of our community. Being welcoming and working in partnership to nurture our families, 'Friends', the church and wider community.*
- *Developing our knowledge and understanding of the Bible and the Christian faith; the faith of others and the cultural values of the world.*
- *Structuring our Collective Worship with the children to understand our Christian values and live them in our daily lives.*

A. ...the child grew and became strong; Jesus was filled with wisdom, and the grace of God was on him. Luke 2:40



Hempsted C of E Primary School **Debt Policy**

January 2024
Review Date: January 2025

This policy has been written to enable the school to adopt a consistent approach to debt, and also to help parents to clearly understand what is expected of them.

Any money owed to school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing money to the school.

School will take all reasonable measures to collect debts as part of our management of public funds. A debt will be written off or passed onto an external debt collection agency only after all reasonable measures (proportionate with the size and nature of the debt) have been taken to recover it.

The school's debt recovery policy will observe the relevant financial regulations and any other legal requirements.

If there are financial difficulties in paying a debt, please contact the Finance Officer, where a repayment plan can be arranged.

Where account remains in debt at the end of Term 6 for Year 6 Leavers, where possible the debt will transfer to a younger sibling at the school, however where this is not possible the school reserves the right to send an invoice to re-coup the debt.

Breakfast & After-School Club

Unless paying by voucher, Breakfast Club and After-School Club **must** be paid for at the time of booking, in accordance with the Terms and Conditions of attendance at these clubs. Payments should be made online using School Money.

If the sessions are not paid for in advance, we reserve the right to remove the children from the Breakfast and After School Club register.

Where Childcare vouchers are used for Breakfast & After-School club, please advise school when these have been applied for and where possible, send details of the payment to finance@hempsted.gloucs.sch.uk and copied to afterschoolclub@hempsted.gloucs.sch.uk.

All account arrears will be monitored on a weekly basis and initial contact will be made via our text messaging service. However, there are a number of methods of communication that will be used:

Level 1 - Child's account goes into debt

Action: Send a debt reminder text

Level 2 - Child's account remains in debt

Action: Send a second debt reminder text

Level 3 - School have not received a response to debt reminders and the pupil's account remains in debt

Action: Send a 'Student statement' home detailing the sessions the debt relates to

Level 4 - School have not received a response to the debt reminders and the 'student statement'

Action: Send a text asking parents to contact the finance officer regarding the debt and advising that failure to do so will result in the clubs being unavailable

Level 5 - School have not received a response to all previous correspondence

Action: Telephone call made

Level 6 - School have been unable to contact parent by phone

Action: Send a text advising that the child(ren) have been removed from the club registers and send a letter home requesting the parent contacts the Head Teacher to discuss

School Meals

If any parent believes that their child is entitled to a Free School Meal, please contact the office for more details. We will help you all we can with the application.

School Dinners need to be paid for in advance. Payments should be made online using SchoolMoney.

All account arrears will be monitored on a weekly basis and initial contact will be made via our text messaging service. However, there are a number of methods of communication that will be used:

Level 1- Payment not received

Action: Send a debt reminder text

Level 2 - Child's account remains in debt

Action: Send a second debt reminder text

Level 3 - School have not received a response to debt reminders and the pupil's account remains in debt

Action: Send a 'Student statement' home detailing the meals taken.

Level 4 - School have not received a response to the debt reminders and the 'student statement'

Action: Send a text asking the parents to contact the finance officer regarding the debt.

Level 5 - School have not received a response to all previous correspondence

Action: Telephone call made

Level 6 - School have been unable to contact parent by phone

Action: Send a letter home requesting the parent contacts the Head Teacher to discuss