



Walton on the Naze Primary School Debt Recovery for Traded Activities Policy

Date policy adopted: Summer 2025

Date due for review: Summer 2026

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1 Confirmation that the Debt Recovery Policy for Traded Activities in respect of Walton on the Naze Primary School has been discussed and formerly adopted by the full governing body.

Signed by:

Chair of Governors: Date:

Print name:.....

Chair of Finance and Premises (incorporating Health and Safety Committee)..... Date:.....

Print name.....

Headteacher:..... Date:

Print name.....

Agreed at the full governing body meeting on: 11th June 2025

2. Introduction

This policy concerns the collection of Before/After School Clubs fees and the approach to be taken in cases of debts arising when parent/carers fail to pay for attendance.

Parents/Carers will be sent a copy of this policy when their child/children attend.

3. General Principle

Before and After School Club fees must be paid for in advance. If a pupil is to attend for the duration of the half term, monies must be received in advance of that period.

If debts are incurred, these have to be paid from the school budget. This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

4. Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.

The governing body has therefore agreed the following policy where arrears arise.

- A gentle reminder letter / text message will be sent home after one week / in excess of £10 accumulated arrears (Appendix 1)
- The parent/carer will be informed in writing where two weeks / in excess of £20 arrears has accumulated and advised to make immediate payment (Appendix 2).
- A final letter to the parent/carer informing them that a place will not be provided for their child/children if payment has not been received by a specified date in accordance with the policy; the date when three weeks of arrears have been accumulated. (Appendix 3)

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

No place to be provided to pupils when arrears exceed three weeks / in excess of £30.

Once the final letter deadline has expired the Governing Body will decide whether legal proceedings should begin.

5. Cost of debt recovery

Where the school incurs material additional costs in recovering a debt then the Headteacher/Governing Body will decide whether to seek to recover such costs from the debtor. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.

6. Bad debts

Write-off of any debt requires the written approval of the Full Governing Body.

A record of the write-off, the reason for it, and the approval for it, will be retained for 7 years.



APPENDIX 1

Date

Gentle Reminder Letter

Child's name:

Dear Parent/Carer

According to our records there are some outstanding Before/After School Clubs fees for your child/children.

The arrears are for the week commencing

Please make the payment of £ tomorrow.

If you have any queries regarding the above, please contact the school office.

Yours sincerely

Headteacher

APPENDIX 2

Date:

Accumulated Before/After School Clubs Fee Arrears

Child's name:

Dear Parent/Carer

Following our letter dated regarding outstanding Fees, our records show that this has not been paid.

To date, the amount of arrears is £..... We now request that you attend a meeting to discuss the situation with the Headteacher. Please telephone the school office to arrange an appointment.

These arrears need to be cleared as soon as possible. Payment can be made via School Money.

Any parent/carers experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and/or wish to discuss this matter, please contact the school office.

Yours sincerely

Headteacher

APPENDIX 3

Date:

Non-payment of Before/After School Clubs Fee arrears

Child's name:

Dear Parent/Carer

Our records show that you have not cleared the fee arrears for your child/children despite previous letters sent home on and

Arrears to date total £

Following the school policy on debt recovery, a copy of which was sent to you when your child started Before/After School Clubs, I must inform you that if payment is not received with 5 working days, the Governing Body will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Any parent/carers experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the school office.

Yours sincerely

Headteacher