



## **Debt Policy for Parents**

**River hill Federation** has adopted a strict NO DEBT policy relating to school meals. Money owed affects the school overall budget and must be settled promptly.

This policy has been compiled recognising the difficulties placed on school in balancing the social welfare of pupils with the responsibility of managing the school budget.

Additionally, the Federation Schools aim to be cashless, thus all payments will be expected via our online payment system or bank transfer.

### ***Debt recovery***

Payment for items such as Meals, Clubs (paid), Uniform

- All school items need to be paid for in advance via Online Payments.
- When a parent/guardian has failed to produce dinner money the school may allow a meal to be provided where it is felt that this is an emergency situation or exceptional circumstances. Details of this are recorded and a record is maintained.
- Any debt over £10, the child will be refused a meal or club attendance until the debt has been cleared. Parent/Guardian will be called to bring in a packed lunch for the day in case of meals or to be collected at 3.30 pm in case of clubs.
- Where the parent/guardian continues to require items and no payment is made, a letter is sent informing them that they must clear the outstanding debt.
- If the outstanding debt remains unpaid the Governing Body will consider taking Debt Recovery Action commensurate to the size of the debt to recover this.
- If a pupil leaves the school, they will still be expected to clear the debt. If the debt is not cleared, it will be considered by Governing Body to be taken to Debt Recovery.
- Where a parent has not paid for a meal (nor provided a packed lunch) and/or not collected a child on time, this will be considered neglect and will be referred to Social Services after a verbal and written warning has been given to the parents.

Kindly check with the school office for new pricing of meals and uniform and If you require a login to our online system.

***March 2021***

***Next Review: March 2023***