



EXTENDED SERVICES ARREARS POLICY

Introduction

This policy concerns the collection of extended service fees and the approach to be taken in the cases of debts arising when parents/carers fail to pay for these fees. Parents/carers will be made aware of this policy being available on the school's website.

General Principle

Extended Service fees must be paid for in advance. If a pupil is to have access to any of the services during the week then fees should be received on the Monday of that week or on the first day of the week that the child accesses any extended service sessions in that week.

If debts are incurred, then the school budget has to pay for them. 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.

Procedure for Collection of Arrears

It is accepted that on occasion arrears may arise for various reasons eg pupils/parents forget their fees or are absent on the day it is collected. However, arrears cannot be allowed to accumulate. The governing body has therefore agreed the following policy where arrears arise.

A gentle reminder letter will be sent home after 1 week of accumulated arrears (Appendix 1).

The parent/carer will be informed in writing when **two** weeks' arrears have accumulated and advised to make immediate payment (Appendix 2).

A final letter to the parent/carer informing them that no further sessions will be provided for their child(children) if payment has not been received by a specified date, (ie in accordance with the policy the date when two weeks' arrears have accumulated).

No extended care sessions are to be provided to pupils when arrears exceed two weeks and the parent/carer advised to make alternative arrangements for their childcare.

Once the final letter deadline has expired the debt will be passed onto the debt recovery team at Lancashire County Council where legal proceeding may begin.

APPENDIX 1

Date:

Gentle reminder letter

Child's name:

Dear parent/ carer

According to our records there is outstanding extended care fees for your child(children) as detailed below:

Breakfast Club: £ _____

After School Club: £ _____

Extended Nursery Care: £ _____

Please pay £ _____ via SCO-PAY immediately, this is for your debt to w/e _____.

The school will accept cash payments until Easter 2019, after this time all payments are to be made through SCO – PAY.

If you have any queries, please contact the school office on 01706 214081.

Yours sincerely

Rita Stansfield
School Business Manager

APPENDIX 2

Date:

Accumulated Extended Service Fee Arrears

Child's name:

Dear Parent/ Carer

Following our letter dated _____ we have still not received payment of the outstanding monies amounting to £_____

Since this time you have continued to use the service which means the amount of arrears is now £_____.

If the debt is not cleared, or a payment plan agreed your child will no longer be able to access the related services with immediate effect. This is to protect the provision of the service and to prevent increase of the debt.

If no payment is received and your child attempts to access the provision you will receive a telephone call asking you to make immediate payment through SCO-PAY, alternatively you will need to collect your child from school.

If you have any queries and/ or wish to discuss this matter please contact the school office on 01706 214081.

Yours sincerely

Rita Stansfield
School Business Manager

APPENDIX 3

Date:

Non- payment of Extended Service arrears.

Child's name:

Dear Parent/ Carer

Our records show that you have not cleared the extended services arrears for your child(children) despite previous letters sent home on _____ and _____.

Arrears to date total £ _____

In following the school policy on extended services arrears, a copy of which you were informed is on the school's website, I must inform you that if payment is not received within 5 working days of the date of this letter, the debt will be referred to the LCC Debt Recovery Team.

I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Until the debt is cleared I must advise you to make alternative arrangements for your child/children's child care.

Cheques are to be made payable to St Anne Edgeside CE Primary School Extended Services or please pay via SCO-PAY.

Should you wish to discuss any issue regarding this debt, please contact the school office on 01706 214081.

Yours Sincerely

Charlotte Hartley
Headteacher