

Debt Policy



January 2017

To be reviewed annually or as required

Orchard, Southwold and Hoxton Garden Schools have a strict no debt policy relating to the provision of School Meals, After School Club and Breakfast Club and the sale of items such as school uniforms or educational resources. This will in effect mean all monies will need to be paid for in advance and accounts should be in credit at all times. Our schools have financial strict guidelines to follow. If debts are incurred the school has to pay for them from its delegated funds. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

The schools will accept payments made in cash or cheque using the envelopes which can be obtained from the school office. Alternatively, payments can also be made online through www.scopay.com. We also accept debit/credit card payments at the school office. If in doubt, please speak to the school office for further details.

Dinner Money Payments

We expect that parents pay in advance for school meals weekly or half termly by cash, cheque, debit/credit card or online payment at the school reception desk. The school will not accept daily payment unless there are exceptional circumstances authorised by the Headteacher. The cost of the meals for each half term will be published in the school newsletter and school website at regular intervals.

School meal prices are currently £2.00 per day, £10.00 for one week.

Children will not be provided with a school meal if their account is in arrears of **two weeks or more** and unless the outstanding balance and one more additional week in advance is paid on the account by the given deadline.

If you are not able to maintain in credit then please be prepared to send your child to school with a packed lunch. If your account is in debt of **more than one week** you will receive a letter requesting payment. If payment is not received, a second letter will be issued. A final warning letter will be sent to you and thereafter your child will be required to have a packed lunch provided. The outstanding debt must be cleared and a credit showing on your account before your child will be re-allowed to take a school meal.

Your child may be entitled to **Free School Meals** if you get one of the following benefits or tax credits:

- Income Support
- Income-related Employment and Support Allowance
- Income based Jobseeker's Allowance
- Child Tax Credit and your yearly income is no more than £16,790 and you do not get Working Tax Credit
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed part of Pension Credit

All pupils in Years Reception, 1 and 2 are entitled to a Free School Meal, however the school receives additional payment of a Pupil Premium Grant for pupils who are also eligible as detailed above which it can spend on staff and resources. We expect all parents to support the school by providing these details if eligible. The school will support parent with the application process.

If you think your child is entitled to a Free School Meal please ask the school office to help you to obtain an application form or you can contact the Learning Trust directly for an application form.

After School Club and Breakfast Club fees

Unless otherwise agreed in writing and authorised by the Headteacher, after school club and breakfast club fees must be paid in advance with cleared funds. If your account falls more

than one week in arrears, you will be unable to book a place. The outstanding debt must be cleared and a credit showing on your account before you will be able to re-book a place.

School Uniform & School Equipment Sales

Each school offers items of uniform for sale to support parents. We also, on occasion, offer the opportunity to purchase educational resources at cost price. Our schools do not seek to make a profit from these sales. These items must never be sold on credit and payment must be made on receipt.

Links to Other Policies:

- [Charging & Remissions Policy](#)
- [Parent Partnership Policy](#)
- [Governor Allowances Policy](#)
- [Data Protection Policy](#)
- [Safeguarding Policy](#)

