

## 1. Policy Statement

This is a policy that covers circumstances where parents, or outside users, of the school have not paid their debts.

- 1.1 It is recognised that Weaver Trust has a responsibility to ensure that debts in relation to services provided are not accumulated.

## 2. School Meals

- 2.1 The school should ascertain the reason for non-payment and enquire whether the family is eligible to receive Free School Meals.
- 2.2 If the school is concerned about the wellbeing of the pupil at any stage in this process, they should refer to the Safeguarding Policy.
- 2.3 Should a parent fail to pay for a pupil's school meal, the school contact the parent, requesting that payment is made within seven days. Failure to pay could lead to the school stopping the provision of school meals to the pupil.

## 3. Payment for Services Provided

- 3.1 It is expected that goods and services are paid within the stated terms.
- 3.2 Breakfast Club is due to be paid daily via ParentPay. This is a flexible provision and no booking is necessary.
- 3.3 Fun Club payment is due at the end of each week. This is to be paid by ParentPay.
- 3.4 Nursery fees are due by the last day of each half term. These fees are to be paid by ParentPay.

## 3. Recovery of Debt

- 3.2 If debts arise, then the school will make contact to arrange for the debt to be paid.
- 3.3 All other services provided will be placed on hold until the debt is cleared. No further debt must be incurred.
- 3.4 At the Headteacher's discretion a payment plan may be put in place to clear the debt.
- 3.5 Failure to comply with the agreed payment plan will result in Weaver Trust seeking legal action to recover the debt. This action will only be taken when all other attempts at recovery of debt have been exhausted.

**Approved by:**

\_\_\_\_\_

\_\_\_\_\_

**Chair of Trust**

**CEO**

**Date:**

\_\_\_\_\_

\_\_\_\_\_