



## St Peter's Church of England Primary School Before and After School Club Debt Policy

The Governing Body of St Peter's Church of England Primary School adopted this policy on 28<sup>th</sup> June 2023

Signed: \_\_\_\_\_ (Chair of Governors)

Signed: \_\_\_\_\_ (Head Teacher)

Review every 3 years

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children attend our Shining Stars before and after school club. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

Occasionally a decision will have to be made that a child should be refused access to the club if the fees have not been paid. Our before and after school club is a non-profit making venture for the benefit of our parents and the fees must be paid to cover resources and staff salaries.

For the purpose of this policy and for readability we use the term parent to mean parent or guardian.

The governors have agreed a 'no debt' approach to the management of finances for the before and after school club. Every before or after school session must be paid for in advance, at the start of each month. The school has implemented the ParentPay payment system to make payments easy and straightforward.

The school has in place a reminder system to ensure parents are given adequate notice to make appropriate payments for their children.

The school will make parents aware of this policy in the following ways:

- A letter to parents when they first register an interest in using the club
- Reminders in the school's newsletter
- The school website

All parents will be provided with a copy of the policy when their child joins the school.

The letter to parents is attached as Appendix 1.

### **Key Information**

1. All parents are provided with a copy of the debt policy when their child joins the school.
2. All club sessions booked must be paid for in advance

3. No child should be sent to, or expect to be allowed a place, at the club whilst fees remain unpaid
4. The school reserve the right to refuse to accept bookings for future club sessions if not accompanied by payment and previous months fees are still outstanding

## ***Debt policy implementation***

### **Level 1**

Indicator: fees remain outstanding at the first working day of the month for which bookings have been received

Check 1 is there a possibility that payments have not been credited?

Check 2 does this parent normally pay on time, is this just a one off?

#### Action 1:

- The child will be able to attend the club.
- The parent will be sent a 'gentle debt reminder' email - Appendix 2

### **Level 2**

Indicator: a child comes to club again without the fees being paid

Check 1 is there a possibility that payments have not been credited?

Check 2 has this parent made contact?

#### Action 2:

- The child will be able to attend the club.
- The parent will be sent a 'debt reminder' /email - Appendix 3

### **Level 3**

Indicator: a child comes to club again without the fees being paid

Check 1 is there a possibility that payments have not been credited?

Check 2 has this parent made contact?

#### Action 3:

- Someone will phone the parent to ask them to make payment immediately and to advise that further attendance at club will not be allowed unless paid.
- The child will be able to attend the club.

### **Level 4**

Indicator: The parent does not comply with any of these options,

Check 1 is there a possibility that payments have not been credited?

Check 2 has this parent made contact?

**Action 4: send strong debt letter**

- The Head Teacher will send a final letter - Appendix 4
- The child will not be able to attend the club.

**Level 5**

Indicator: The parent consistently does not comply with any of these options, 7 days after action 4

- Check 1            is there a possibility that payments have not been credited?  
Check 2            has this parent made contact?

**Action 5:**

- Invoice sent for payment within 7 days.
- No future bookings accepted unless accompanied by payment that clears.

## Appendix 1

Dear Parents / Carers

### Before and After School Club Debt Policy

Our Shining Stars Club is a non-profit making extra-curricular activity, offering affordable before and after school child care for our parents. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for resources and staffing costs. I am sure everybody will agree that this is unacceptable and we hope that all parents give this policy their full support. As we all know nobody takes their child to 360 Play and expects them to be given a free session; the same applies at school.

If you are suffering temporary financial problems it is important that you contact the school immediately in case the school may be able to help.

If you intend to pay using Childcare Vouchers, please advise the school office who can provide you with the information needed to set this up.

Before and After School Club places must be booked and paid for in advance using either of the methods of payment outlined below:

- Online via the ParentPay app.
- Payment using Childcare Vouchers
- Payment at any PayPoint shop. Please speak to the office for a valid payment card.

We are a cashless school and cannot accept payment by cash or cheques. Adhoc bookings must be paid for on the day of booking – either via ParentPay or Childcare voucher.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of up to four sessions/two days. However this debt must be paid by day 3 and future sessions must be paid in advance before any further attendance at the club is allowed.

If the debt is not cleared, and contact with the school has not been made and a special agreement reached, all booked places at the club will be cancelled and parents must provide alternate before and after school childcare.

If payment of the debt is still not received, The Head Teacher also reserves the right to inform the schools Governing Body who in extreme cases may decide to begin legal proceedings against parents to recover the debt.

We hope that by implementing this debt policy we are able to help parents manage before and after school club fees better and at the same time ensure that all the money that is for children's learning is available.

If you have any concerns please don't hesitate in contacting me.

Yours sincerely

Mrs A Banks  
Head Teacher

**Appendix 2**

Email Message 1

Your child has attended a Shining Stars club session today and unfortunately there were insufficient funds in your account. Please top-up ParentPay. Thanks.

**Appendix 3**

Email Message 2

Shining Stars club fees are still owed, please top up ParentPay. A place is no longer guaranteed until this is paid.

## Appendix 4

Parent or carer of (pupil name)

Address 1

Address 2

Address 3

Address 4

Date

Our records show that you have not paid the before and after school club fees for your child (pupil name) Class: (class name) despite a two previous reminders and a telephone call.

As at xx/xx/xxxx your account is showing a debt of **£-x.xx**

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure that the account is always paid at the time of booking, in advance of attending.

You have 3 ways to pay:

1. In the secure online payment system ParentPay. NB THIS IS OUR REFERRED PAYMENT METHOD
2. Payment using Childcare Vouchers
3. Payment at any PayPoint shop. Please advise if this is the method you will be using and arrange to collect a payment card from the school office.

No matter how you pay you can check the account balance anytime by logging into your ParentPay account at [www.parentpay.com](http://www.parentpay.com). If you need support with doing this please contact the school office.

Since non-payment of the club fees affects the quality of service we offer to the children, we need to ensure that all payments are up-to-date and I am afraid that until the debt is cleared it will not be possible to provide your child with a place at our before and/or after school club, irrespective of whether a booking form has already been received or not. You will need to make your own arrangements for before and/or after school child care.

The school reserves the right to begin legal proceedings to recover the debt.

If you have any queries regarding these arrears, or if you are having financial difficulties please contact the school office immediately to discuss ways in which we may be able to help.

Yours sincerely

Mrs A Banks  
Head Teacher