



Fairway Primary School

DEBT PROCEDURE

A Fairway Primary School we recognise that there are times when Parents/ Carers may have financial difficulties. We ask that Parents/ Carers who are experiencing such difficulties and have outstanding debt on their ParentPay accounts approach the Headteacher or School Business Manager. Following this contact, a payment plan will be agreed to settle the outstanding debt. If Parents/ Carers take this approach school will not send follow the staged procedure below as long as the payment plan is adhered to.

STAGE ONE

A communication will be send to any Parent/ Carer whose account in debt stating that 'There is an outstanding amount of your ParentPay account. Please can you settle this amount within the next three days in order to continue using the available services.'

STAGE TWO

A communication will be send to any Parent/ Carer whose account is approaching the debt limits set by the Governing Body.

These are:

£24 for School Meals

£30 for Breakfast Club

This will read:

'Your account is in debt of xxx. This is approaching the limit of debt set by the Governing Body. Please settle this amount immediately or school will withdraw the service of xxxx.'

STAGE THREE

A letter will be sent from the Headteacher formally stating that services provided by school are being withdrawn and Parents/ Carers will need to make alternative arrangements for their child/ren. This letter will state that these services will be reinstated once the outstanding debt has been settled.

STAGE FOUR

A letter will be sent from the Governing Body stating that if the debt is not settled within seven days the debt will be passed onto a debt collection service.

STAGE FIVE

The Governing Body would decide next steps if Debt is not settled. This could lead to a Debt Collection Service being employed to recover the monies.