

St Paul's Primary School

Charging and Remissions Policy



<u>Adopted by the IEB</u>	Spring 2023 (16.02.23)
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<u>Next Review Date:</u>	Spring 2025

This policy has been written to ensure we adopt a consistent and fair approach to debt incurred by the parents/carers of children attending our school. Parent debt is usually related to school meals and trips. Following up these debts is unfortunately the responsibility of our school and we have to utilise school budget to fund them. This means that money which should be spent on children's education is being used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and will hopefully give this policy their full support.

The IEB of St Paul's CE (C) Primary School has therefore adopted a NO DEBT policy.

The cost of a school meal is £2.35 per day, payable in advance via ParentPay, and children will NOT be provided with a school meal (except children entitled to a Free School Meal or a Universal Free School Meal) unless it has already been paid for. If a parent forgets to pay in advance, the school may grant a debt allowance of one week of meals, however, this must be paid for by the end of the week or further meals will not be provided. We will not allow school meal debt to accumulate more than one week and if payment is not received by Friday of that week, a text message will be sent to the parent/carer via Text2Parents and they will be expected to send in a packed lunch for their child until the debt is paid.

Trips are also payable in advance, usually by ParentPay, though the cost can vary. More expensive trips may be paid for in advance instalments.

We hope that by implementing this debt policy, we are able to reduce the administration time and costs involved with chasing parent debt, therefore ensuring that school budget is not wasted on parent debts and is spent for the good of our children.