



## St Peter's Catholic Primary School Debt Policy



St Peter's Catholic Primary School has adopted a strict NO DEBT policy relating to the provision of school meals, Nursery Fees, Curriculum Club and After School Club.

If debts are incurred, 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 debts incurred by parents. All parents can easily relate to the situation that they cannot take their child to a restaurant and expect them to be given food without paying so why would it be different in school.

Parents should **pay in advance** (this can be daily, weekly or monthly) for the school lunch, After School Club and Nursery Fees using any of the method of payments outlined below

- Online, using ParentPay. This is the preferred method. If you need information on registering for ParentPay, please see a member of the office staff.
- Cash at the school office.

Parents will be advised of any outstanding debts by the following methods:

- Gentle debt letter – sent home via ParentPay email every week.
- Final debt letter – when £50 is reached.
- Telephone call from school office.
- Letter from Headteacher.
- Referral to WBC legal section over £50 and all methods to clear the debt if ignored.

If a debt is incurred over £50 and a referral has been made to WBC legal section, parents must provide a healthy packed lunch until the debt is cleared, if the child comes into school without a packed lunch then a member of the office team will telephone the parents/carers and ask them to bring a packed lunch in for their child.

St Peter's Catholic Primary School will be advising Parents of their Debt Policy via the following ways:

- The school website.

Before a pupil leaves St Peter's Catholic Primary School any credits will be refunded.

Any child leaving who still has a sibling attending St Peter's Catholic Primary School the debt will be transferred to the sibling.

The school office team are approachable at all times and are available to talk to if you are experiencing any issues with payment. Please do come and speak to us.

If your family circumstances change, your child may be eligible for free school meals.

A FSM eligibility checker is available on our school website or alternatively, our school office staff are able to undertake a check on your behalf.