



Start children off on the way they should go, and even when they are old they will not turn from it.”  
Proverbs 22:6

## NURSERY DEBT POLICY

<u>Adopted:</u>	Autumn 2022
<u>Chair of Committee:</u>	Mrs C Bratt
<u>Next Review Date:</u>	Autumn 2023

We are a Christian school where quality and opportunities make a difference. We value all children as unique ‘Children of God’ and nurture each other to show **LOVE** in our relationships and a **RESPECT** for all. We foster **HOPE** within our community and encourage children to find **PEACE** by creating times and places for stillness and reflection. We strive for excellence, inspiring dreams both now and in the future. We promote **POSITIVITY**, celebrate **COURAGE**, demonstrate **RESPONSIBILITY** and share **JOY** through...

‘Learning, loving, laughing in the light of Jesus’.

## Introduction

The school's Governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school and nursery to receive all income to which it is entitled. Forsbrook Nursery will therefore take all reasonable measures to collect any monies owing. Collecting money from parents or carers is a sensitive area; we deal with issues of debt collection with sensitivity and confidentiality at all times.

## Aims and Objectives

Our Procurement Regulations for Schools with regard for the following aims:

- To make sure there are sound and proper financial procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect the school governors, head teacher and nursery employees.

## Procedures

Our nursery currently uses ParentPay and work based vouchers for payment of fees. The County Council Income Team will carry out standard debt recovery procedures on behalf of the school and nursery.

The following procedure will be employed for all outstanding debts (of 21 days or longer):

- A gentle reminder (telephone, text, email or one to one);
- A formal letter (by pupil, e-mail or post)
- A second formal letter (Recorded post)
- A third letter informing the debtor that the debt has been passed to the County Council Income Team.

## Negotiation of repayment terms in certain circumstances if people are unable to pay:

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder. If a debtor requests for 'repayment terms' these may be negotiated at the discretion of the Nursery manager or Head Teacher.

A record of all such agreements entered into will be retained. In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

The settlement period should be the shortest that is judged reasonable.

The Head teacher or Resources Committee will decide whether any debtor who has been granted extended settlement terms will not be offered any further 'credit' and will, in future, be required to pay in advance.

This decision and its basis will be recorded and reported to the Resources Committee.

## Costs of debt recovery

Where the school incurs material additional costs in recovering a debt then the Head teacher/ Resources Committee will decide whether to seek to recover such costs from the debtor.

The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the nursery in recovering the debt.

This decision and its basis will be recorded and reported to the Resources Committee.

## Dinner Money

Payment for nursery meals can be paid by ParentPay and parents/carers must ensure that there is enough credit to cover this cost.

Parents are able to deposit any amount onto your parent pay account, which will be deducted at the end of the week if your child has a school dinner. Where the child is absent there will be no charge to your account.

This debt management policy in respect of dinner monies includes the refusal to provide a school meal when the parent has not paid fees. Parents will be contacted by telephone or email and asked to provide their child with a packed lunch until sufficient funds have been cleared on their parent pay account.

At each meeting of the Resources Committee, the Headteacher is required to inform the Governors of any outstanding dinner money debt.