



# Kingsfield First School

## Payments and Debt Recuperation Policy

Policy Reviewed and agreed Finance committee: 10/11/14

Signed..... Chair of Finance

Next Review November 16

## Payments to School

1. All dinners for Year 3 & 4 children must be **paid for in advance** with a minimum payment of £11.50. Any parent/carer who is more than £5.00 in deficit will be contacted to either bring a packed lunch into school or collect their child and take them home for lunch. If the parent/carer cannot be contacted the child will be given a basic meal by the school as a one off. If this happens more than twice it may be classed as neglect and family services may be contacted. Please contact the office if there are any urgent issues over payment. Any money which is not used will be refunded or transferred to either a sibling, Before & After school club or used towards a school trip.
2. Wraparound Club is provided to all nursery children who wish to make use of it. The daily charge is £8.20 and must be **paid for a week in advance**. Any parent who is more than £20.00 in arrears or has not settled the outstanding amount within 2 weeks will not be able to make use of this facility. Any money that is owed at the end of the year will be added to other clubs or trips in your child's name. Any money which is not used will be refunded or transferred to either a sibling, Before & After school club or a school trip.
3. Before & After School Club is there to provide a safe environment and is available to all children at Kingsfield. The minimum payment of £10.00 must be **paid in advance**. Any parent who is more than £20.00 in arrears or has not settled the outstanding amount within 2 weeks will not be able to make use of this facility. Any money that is owed at the end of the year will be carried forward to the following year. Any money which is not used will be refunded or transferred to a sibling or school trip.
4. Any outstanding money which cannot be reclaimed by the school will be forwarded to Staffordshire County Council who will take measures to recoup the debt and further charges may be incurred.