



Dallimore Primary and Nursery School

Policy for Extended Services Debt – Breakfast and After School Clubs

Background

The Dallimore Primary & Nursery School Extended Services Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children attend Extended Services provision. The Local Authority is not accountable for the administration of Extended Services, therefore the responsibility falls on the school to pursue instances of non-payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

Provision of Extended Services

The Extended Services provision at Dallimore Primary and Nursery school covers the Breakfast Club and the After School Club. Bookings are made in advance. The provision is available to children, but at a cost to the parent / carer. This provision, is available to children between 7.30am – 8.50am for the Breakfast Club and includes a breakfast and play. The After school club runs between 3.30pm – 5.30pm and includes a light tea and play/ games/ film.

Cost of Extended Services

Proposed cost – Breakfast Club - September 2022 from £3.00 to £3.25

Proposed cost – After school Club – September 2022 from £4.25 to £4.50

Fees must be paid for in advance via Parent Pay. Cut off time for on-line bookings is 7.00am for the breakfast club for same day bookings and by 1.00pm for same day after school club bookings. However, the school office has the ability to override these cut off times and make late bookings if need be. Any revision to the pricing for extended services pricing will be notified to parents/carers with one-month notice to the new charge taking effect. The price will be reviewed annually by Governors and

benchmarking against other local providers / school provision carried out to ensure best value for money.

The Head teacher has the discretion to allow free entry to the Breakfast Club/ After School Clubs based on individual circumstances.

Payment for Extended Services

Payment should be provided by Parentpay on line booking system. No cash payments should be accepted. The School must ensure that all Extended Services money via the Parentpay system is reconciled and balanced to the monthly postings report.

Management of Extended Services

Debts are not allowed for extended services via the Parentpay booking system. However Office staff can book on children without payment being received. This should only be for exceptional circumstances and the debt should be repaid within 2 days by the parent/ carer.

The Office must carry out weekly debt collection for any outstanding debts (including dinner money).

If a child has Extended Services provision which has not been paid for, for a period of 5 days or more or the debt exceeds £20 a letter detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. The same process will be used if a cheque is not honoured by the bank. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require this provision, the School must establish if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially to the Head Teacher.

Monitoring and Recovery of Extended Services Debts

The school Office is responsible for chasing school debts and will endeavour to have all sessions booked and paid by parents before the day. Office can book on children and will do on an exception basis. Such bookings will be chased for payment on that day. The Head teacher does have the authority to grant free places to families who need the childcare as part of a wider support service such as Early Help or in instances to approve attendance or lateness.

Any Write-offs of outstanding debt must be approved by the Governing Body following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.

Date of Review : Spring 1 2022

Date of next Review : Spring 1 2023

Example – Letter 1

Parent or carer of (Pupil Name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Post Code)

Date: XX/XX/XX

Dear xxx
Extended Services provided to (Pupil Name)

According to the School's financial records you have not paid Extended Services money for your child (pupil name). As at xx/xx/xx your account is showing a debt of £xx.

In order that there is no detriment to the school's budget, please clear your child's debt by making arrangements for the outstanding Extended Services debt to be paid via your Parentpay Account immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit. The current cost of this provision is xx per hour / week.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

Head Teacher

Example – Letter 2

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear xxx

Extended Services provided to (Pupil Name)

I am writing regarding the current level of outstanding Extended Services debt that is showing on your account. Despite previous correspondences and messages the debt for your child xx is still outstanding. The School's records show that as at xx/xx/xx your account is £x in debt. The current cost of Extended Services provision is £x per hour, £x per day or £x per week.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

As the School's budget will have to fund any overall debt incurred through Extended Services provision, it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx the Extended Services provision will no longer be provided to your child. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the Local Authority.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Head Teacher