



# Wrekin View Primary School & Nursery

## Debt Recovery Policy

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Policy Lead	Mrs J Fisher
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Review Due	July 2028

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## 1. Introduction

The Governors and staff at Wrekin View Primary recognises that the physical and emotional wellbeing of the children in their care is of paramount importance. The School, however, has a legal and moral obligation to apply the resources it receives fairly, to support and for the benefit of all pupils, and is not in a position to subsidise, on a regular basis any one child or group of children.

The School has therefore adopted a debt recovery policy aimed at supporting parents, carers and families in avoiding accumulation of debts in relation to services within its schools such as school dinners, school trips and residential and after school activity clubs.

Parents/carers are expected to pay in advance for services provided by the School and this should be paid using the online payment system: Parentpay.

All debts owed to a school including those due from parents/carers have an impact on the school budget as the school has to meet the actual costs incurred. This means that any money owed to the school diminishes the resources that can be provided to all children. We hope that parents/carers understand this and that they will make every effort to avoid owing the school money.

## 2. School Meals Debt

For children in Key Stage 2 and for those families not receiving the Pupil Premium grant for Free School Meals, it is the duty of parents/carers, not the school, to provide a midday meal for their child either a packed lunch for the child or request that the school provide a lunch.

Parents/carers whose child is not entitled to Free School Meals are expected to pay for these in advance. The school reserves the right not to provide a school meal in circumstances where payment has not been made.

It is very important that if a parent or a carer believes their child may be eligible for Free School Meals, please contact the school office to help you to this or go to the Telford & Wrekin Council website and complete an online form to apply for Pupil Premium and Free School Meals.

This allowance is a statutory right and it is vital that parents/carers use it if they qualify. We will help parents/carers with their application, as required, to find out if they are eligible.

If a parent/carers genuinely forgets to pay in advance, the school may grant a debt allowance of 5 meals. However, this accrued debt must be paid within one week and future meals must be paid for in advance before any meal is provided. If the debt is not cleared, parents should provide a packed lunch.

In a case where a debt payment is neither received within the allowed time nor a packed lunch provided, the school office will telephone the parents/carers requesting that they make an immediate payment or bring a packed lunch into school.

The school reserves the right to begin legal proceedings against the parents/carers to recover the debt.

### 3. Breakfast Club & Wraparound

Breakfast Club and Wraparound fees must be paid in advance via Parentpay unless a parent/carer wishes to use childcare vouchers. In this instance the parent/carer should contact the school office.

The school reserves the right to remove access to the Breakfast Club / Wraparound until the debt is cleared.

### 4. Nursery & Wrekin Giants

Fees are charged for additional sessions above the Nursery funding offer.

**Further information can be found in the Childcare Charging Policy.**

Fees are payable at the beginning of each month in advance of booked sessions by ParentPay.

Fees not paid by the first of each month will result in additional paid Nursery sessions being stopped until payment is recovered.

In extenuating circumstances, a payment plan can be established with Wrekin View Primary School finance to ensure fees are paid as quickly as possible.

For fee paying families any continued non-payment of fees will result in the child's nursery place being withdrawn

### 4. Debt Recovery

The school will take all reasonable measures to vigorously collect debt as part of its management of public funds. The School's debt recovery policy will observe the relevant financial regulations and any other legal requirements.

The Headteacher will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school in order that it can be determined at any time and reported to the School's Governing Body.

The Governing Body will review the level of outstanding debts to determine whether this level is acceptable and whether action to recover debts is effective.

### 5. Debt Recovery Procedures

Where payment from the parents/carers has not been received in advance, or at the end of the first week, the following process will be applied:

An initial reminder will be sent to parents/carers by letter and a text will be sent to the parents/carers informing them of the letter.

A reminder is sent a maximum of 14 days after the original debt remains unpaid after the due date.

If the debt remains unpaid after a further 7 days, the school will contact the parents/carers by telephone.

A second formal reminder letter will be issued 2 weeks after the initial reminder.

If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time the debt first became overdue.

If there is no response to the second formal reminder letter the parents/carers will be invited to meet the Senior Administrator to discuss how the debt will be settled.

An official invoice may be issued for the full amount at the discretion of the Headteacher. This will trigger the School's recovery process.

The parents/carers may be advised that they will be required to pay in advance going forward.

The decision and its basis will be recorded and reported to the Governing Body and the parents/carers.

Within 10 days a of the second formal reminder letter a decision should be made regarding further activity, which may include legal action.

## 6. The Recovery Timetable

Action	When actioned
Text sent via Parentpay	1 week after debt incurred
First Reminder	14 days after debt incurred
Telephone call	3 weeks after debt incurred
Second Reminder	4 weeks after debt incurred
Parents invited into school	5 weeks after debt incurred
Invoice for full amount will be issued	6 weeks after debt incurred

## 7. Negotiation or repayment terms

Parents/carers in debt to the school are expected to settle the amount by a single payment as soon as possible after receiving the initial reminder. If they are unable to pay the school may reduce or cancel a debt in certain circumstances.

A sensitive approach to debt recovery will be taken.

Repayment terms may be negotiated with the Senior Administrator at the discretion of the Headteacher.

A record of all such agreements entered will be retained.

In all cases a letter will be issued to the parents/carers confirming the agreed terms for repayment. The settlement period should be the shortest that is judged reasonable.

## 8. Monitoring and Review

This policy will be reviewed three yearly by the Senior Administrator and approved by the Headteacher and governing body.