

# Dinting C of E (VA) Primary School

## Extended Services Debt Policy

| Version History |            |   |
|-----------------|------------|---|
| Version         | Date       | Detail  |
| 1.0             | 01/05/2022 | Approved by Governors - RM meeting 11/05/2022 Min No.RM 23/22 |
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|                 |            | Approved by Governors – FGB September 2024                    |
|                 |            | Approved by governors – FGB September 2025                    |

### **Background**

The Dinting C of E (VA) Primary 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 is no different to any other business in that it has to be paid for by someone. This provision is available to children, but at a cost to the parent / carer.

### **Cost of Extended Services**

This provision, is available to children at a cost of:

Breakfast Club 7.30am Start - £5.00

Breakfast Club 8.00am Start - £3.00

After School Club 3.00-4.30pm - £4.00

After School Club 3.00-5.30pm - £7.00

Emergency Childcare 3.00pm Onwards – Charged minimum session price £4.00

Late collection after 5.30pm - £10.00 per 15 minutes.

These sessions **must** be booked and paid for in advance. Any revision to the Extended Services prices will be notified to parents/carers the term prior to the new charge taking effect.

### **Payment for Extended Services**

Payment should be made in advance on ParentPay.

### **Children with Free School Meal Entitlement**

Children who are entitled to free school meals receive breakfast club free of charge.

### **Management of Extended Services**

To ensure that the School's budget is not adversely affected by the cost of providing Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the Extended Services provision does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils.

When payment has not been received for the forthcoming week's provision, the school may provide the service where it is felt that this is a temporary situation e.g. temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored.

If a child has Extended Services provision which has not been paid for, a letter/email detailing how much is owed will be sent to the parent/carer requesting payment directly to the school within 7 days. Cash/cheques in payment will only be accepted as a last resort. 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.

Parent/carers will be unable to book any Extended Services provision where advance payment is not forthcoming. We will only accept bookings without payments in an emergency situation.

### **Monitoring and Recovery of Extended Services Debts**

At each meeting of the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding Extended Services debt and the current / profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the Governors then will have to decide on the existence of the provision in school. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding Extended Services debts and inform the Local Authority, Legal Services.

Where full or part payment for Extended Services is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent should there be a delay in payment from the company.

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

Policy to be reviewed annually to reflect any price changes.

Next review – May 2026