

Forty Hill CE Primary School is committed to the safeguarding of our pupils and staff.

# Forty Hill CE Primary School



## No Debt and Debt Recover Policy



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## Statement of Vision and Values

**In consultation with pupils, parents, governors, community members and staff our vision and values were generated based on our inspiration from John 13:34-35**

### Vision

**John 13:34-35** – Jesus said “As I have loved you, so you must love one another. By this everyone will know that you are my disciples,”

Following Jesus’ example, we treat each other, our community, and God’s amazing world with love, respect and compassion. We aspire to ignite curious minds, nurture a passion for learning and enable everyone to experience and share faith, love and service.

### Values

To develop confidence and respect, to show compassion, to learn to be reflective and responsible, to grow resilience.



**Faith** – Faith in God, yourself and others.



**Hope** – Hope in God’s promises for us and in the future.



**Service** – serving each other with selfless love.

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### **Introduction**

Forty Hill CE Primary School has adopted a strict NO DEBT policy relating to the following facilities and services:

- Extended hours facility (Breakfast and Afterschool Provision)
- After school club activities

If debts are incurred, then the already over-stretched school budget has to be used to pay for them. This means that the money which should be spent on the children's education is used to pay for debts incurred by parents. We feel that this is unfair on our pupils and therefore we request that all parents give this policy their full support.

### **Extended Hours (Breakfast and/or Afterschool Provision) Debt**

- Parents/carers must pay in advance for the use of the Breakfast and/or Afterschool Service, using the method of payment outlined below:
  - Online using Arbor
- Parents are encouraged to pay monthly, half termly or termly in advance. Payments are recorded and reconciled by the School Business Manager. If payment is not received, parents/carers will be sent a reminder at the end of each week, via the Arbor email system. A further reminder will be sent on a Monday
- If the debt is unpaid, a letter will be sent advising parents of this debt and the steps that need to be taken in order to pay the debt quickly
- Every effort will be made by the school to ascertain whether financial difficulties are present and advice will be given accordingly. All reminders (copies of emails, letters, record of verbal reminders etc) will be kept on file. If payment of the debt is not received the next day, the Head of School/Executive Headteacher reserves the right to begin proceedings against parents to recover the debt.
- Should a debt arise and it is not cleared upon request, the school reserves the right to refuse access to that facility or service until the debt is paid.

### **Other School Debt**

As with the Breakfast and Afterschool Provision, parents and carers are expected to pay in advance for all other paid-for facilities and services offered by the school. Should a debt arise and it is not cleared upon request, the school reserves the right to refuse access to that facility or service until the debt is paid. The school may also begin proceedings to recover any such debt.

### **Debt Recovery**

1. The school will actively pursue the collection of any sums owed to it. The parents of a pupil are jointly and severally liable for any charges
2. The administration staff are required to ensure that:
  - Copies of all invoices are kept and records of outstanding charges are maintained
  - Dated documentary evidence is kept of all steps undertaken to recover any debt, including copies of statements and letters sent and records of phone calls
3. The Governing Body will:
  - Consider and approve the arrangements for debt recovery
  - Recommend the maximum level of debt which any family would be permitted to incur
  - Minute their approval of any legal action
4. The school will:

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- Not pass on to the debtor any costs incurred in pursuing the debt
  - Give the debtor appropriate notification and reasonable time to settle the debt
  - Before taking any legal action, send the debtor a final statement stating that it is the final notice and that further action will be taken if the debt is not settled within a specified time, which must not be less than 10 days
5. The Head of School/Executive Headteacher may waive or reduce a debt if it is reasonably believed the debtor is experiencing financial hardship. A debt may also be written off by resolution of the Governing Body on the recommendation of the Head of School/Executive Headteacher. A recommendation to write off a debt may be made when it is considered that all reasonable avenues to recover the debt have been exhausted and it is not likely to be cost effective to pursue the debt through legal action
  6. Any action related to an outstanding debt or the waiving or reduction of a debt must be dealt with confidentially and the anonymity of any family involved must be preserved.

Accepted by the Governing Body: March 2026

Review Date: March 2028