



**Rushton Nursery**

**Rushton CE (VC) Primary School**

*Happy Learning Together*

[www.rushton.staffs.sch.uk](http://www.rushton.staffs.sch.uk)

## **Nursery Debt Policy**

Committee	Nursery Gobs
Approved by Governors	Sept 18
Review Date	Sept 19
Cycle	Annual

### **Dinner Money**

Payment for school meals should be paid in advance and payment made via Arbor parent portal.

The school office will reconcile each week the payments received to the meals ordered and any discrepancy will in the first instance result in an email to the parent/carer to request payment. Any parent/carer that has not made payment by the end of the week will be sent a letter requesting immediate payment. This will be sent with the child and emailed.

If payment is still not received within 5 school days then the parent/carer will be informed that the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served until the arrears reach £20/ 5 meals after which point no further meals will be served.
- Parents will be contacted asked to provide their child with a packed lunch.

### **Nursery Fees**

Nursery hours will be agreed at the beginning of each term. Funded hours will be claimed via the Early Education Funds. Additional hours will be charged at £4.50 per hour. Invoices will be prepared at the beginning of the term.

Payment for nursery fees should be paid in advance and payment made via Arbor Parent Portal.

The school office will reconcile the payments received to the Nursery account and any discrepancy will in the first instance result in an email to the parent/carer to request payment. Any parent/carer that has not made payment by the end of the week will be sent a letter requesting immediate payment. This will be sent with the child and emailed.

If payment is still not received within 5 school days then the parent/carer will be informed that the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following terms regarding unpaid non-funded nursery fees after the above has failed to work:

- Parents will be advised that only funded hours can be used at the nursery
- Any extra non-funded nursery places will be declined

### **Extended school activities**

Payment for extended school activities should be made in advance and clearly marked for the activity provider in a sealed envelope with the name of the child, amount and day/s that the care is required.

Accounts are reviewed on a weekly basis and statements will be sent out to parents/carers every half term.

If in the event that payment has not been made then at the end of the week parents/carers will be sent a letter and email requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and the debt will be referred onto the County Council for recovery.

**Writing off debts**

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.