



WINTER GARDENS ACADEMY

Debt Recovery Policy for Traded Activities

Date policy adopted: 10th May 2023

Due for review: 10th May 2024

The Board of Trustees has resolved to ensure that the academy budget should not be used to pay for debts incurred by individual parents/carers.



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1.0 Confirmation that the Debt Recovery Policy for Traded Activities in respect of Winter

Gardens Academy has been discussed and formerly adopted by the Board of Trustees

2.0 Introduction

This policy concerns the collection (Breakfast Club/Friday Afternoon Club/Willows Club/Nursery) fees and the approach to be taken in cases of debts arising when parent/carers fail to pay for attendance. Parents/Carers will be sent a copy of this policy when their child attend.

3.0 General Principle

- 3.1 Nursery fees must be paid for in advance. If a pupil is to take up a place for the duration of the term, monies must be received in advance of, or during the first week.
- 3.2 Breakfast Club/Friday Afternoon Club and Willows Club must be paid for in advance.
- 3.3 If debts are incurred, these have to be paid from the academy budget. This means that money which should be spent on all pupils' education in the academy is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

4:0 Procedure for Collection of Arrears

- 4.1 It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.
- 4.2 The Board of Trustees has therefore agreed the following policy where arrears arise.
 - Telephone Call/Message to inform the parent/carer of the arrears and that payment is now required through the online payment system.
 - A gentle reminder letter after one week of the accumulated arrears to make immediate payment (Appendix 1).
 - The parent/carer will be informed in writing where two weeks where payment has not been received and advised to make immediate payment (Appendix 2).
 - A final letter to the parent/carer informing them that no place will be provided for their child/children if payment has not been received by a specified date in accordance with the policy (Appendix 3).



- 4.3 Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- 4.4 No place to be provided to pupils when arrears exceed one session for the Breakfast Club, Friday Afternoon Club and Willows Club and one week's arrears for the Nursery.
- 5.5 Once the final letter deadline has expired, the Board of Trustees will decide whether legal proceedings should begin.



APPENDIX 1

Date

Gentle Reminder Letter

Child's name:

Dear Parent/Carer

According to our records there are some outstanding (Breakfast Club/Friday Afternoon Club/Willows Club/Nursery) fees for your child.

Please make the payment of £ tomorrow.

If you have any queries regarding the above, please contact the academy office.

Yours sincerely

Headteacher



APPENDIX 2

Date:

Accumulated (Breakfast Club/Friday Afternoon Club/Willows Club/Nursery Arrears)

Child's name:

Dear Parent/Carer

Following our letter dated regarding outstanding arrears, our records show that this has not been paid.

To date, the amount of arrears is £..... We now request that you attend a meeting to discuss the situation with the Headteacher. Please telephone the academy office to arrange an appointment.

These arrears need to be cleared as soon as possible. Payment can be made via the online payment system.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and/or wish to discuss this matter, please contact the academy office.

Yours sincerely

Headteacher



APPENDIX 3

Date:

Non-payment of (Breakfast Club/Friday Afternoon Club/Willows Club/Nursery) arrears

Child's name:

Dear Parent/Carer

Our records show that you have not cleared the arrears for your child despite previous letters sent home on and

Arrears to date total £

Following the academy's policy on debt recovery, a copy of which was sent to you when your child started Breakfast Club/Friday Afternoon Club/Willows Club/Nursery, I must inform you that if payment is not received within 5 working days, the Board of Trustees will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the academy office.

Yours sincerely

Headteacher