



Nursery Debt Policy

Approved by LGB	Jan 23
Review Date	Feb 24
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 Talantum Learning Trust and recovery action will be pursued in line with The Talantum Learning Trust Debt Recovery Policy.

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 Talantum Learning Trust 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 held and reviewed by the provider. The school holds no responsibility for debts relating to external providers.

Writing off debts

The Talentum Learning Trust Debt Recovery Policy will be referred to in this instance.

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

The Academy Trust Board will take into account the age and size of each debt and any advice from the finance department before making a decision to write off debt.