



Breakfast Club Debt Policy

April 2024
This policy will be reviewed annually.

Heron Primary School
Breakfast Club Policy 2023-2024

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1. INTRODUCTION

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children who attend Breakfast Club. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

We fully understand and greatly appreciate that many parents/carers keep a close eye on their Parentmail balance and make regular, timely payments.

This policy relates to all pupils who attend Breakfast Club.

2. INTENT

The school wishes to avoid a situation which allows parents to accrue large amounts of debt for Breakfast Club which they may then find difficult to clear.

It is very time consuming for the school's office staff to chase parents for payment by letter, email, phone call, text message or in person. It is also highly embarrassing for all concerned and occasionally it can have a negative effect on our relationship with families.

The school will make parents aware of this policy in the following ways:

- A letter to all parents
- The policy section of the school website
- In information packs provided to new parents when children join the school.

This will ensure that all parents get the same message in a consistent way.

The headteacher will provide the Governing Body with details of any outstanding Breakfast Club debt and the current position with regard to such debt at the relevant meeting/s of the Governing Body. It is the Governing Body's responsibility to ensure that this policy is applied fairly and consistently in order that the school budget is used to provide for children's learning and not to pay costs incurred by non-payment of Breakfast Club.

3. KEY INFORMATION

1. All Breakfast Club attendance must be paid for in advance
2. Parents/carers must not send their children/child to Breakfast Club with insufficient balances on their account and expect their child to be cared for in the session.
3. Where a debt has accrued amounting to £3.50 or more, parents will be asked to settle the debt before attending Breakfast Club sessions.

4. Debt Recovery Policy Implementation

The school will make weekly checks on Parentmail balances.

Any negative balance up to £3.50

- A reminder email / text will be issued reminding parents to top up their account.

Letter 1: A debt of £3.50/a weeks booked sessions or more

- A reminder letter will be issued asking parents to top up their ParentPay account and to clear any outstanding debt before any further attendance at Breakfast Club is permitted.

Letter 2: If debt is still outstanding 14 days after Letter 1 issued

- A letter will be issued asking that the debt be cleared within a further 7 days. Parents will again be asked not to send children to Breakfast Club until their account is in credit. If debt is not cleared within the further 7 days, the debt will be reported to the Heron board of Governors.

Appendices

1. Reminder Text

This is a reminder that your Parentmail account has a balance of <balance>. In accordance with our Breakfast Club debt policy, please top up your account as soon as possible. Thank you.

2. Letter 1

Dear Parent

Re: Breakfast Club Payment for <Name>

We are writing to inform you that as of <DATE> there is an outstanding balance of <AMOUNT> for Breakfast Club on your child's Parentmail account.

As you will be aware, all Breakfast Club attendance must be paid for in advance using Parentmail. We must therefore ask you to clear the outstanding balance within the next 14 days and top up your child's account before any further attendance at Breakfast Club. If you wish to pay by cheque or cash, please contact the office.

If your child arrive in school for breakfast club, we will unfortunately have no choice but to telephone you to ask you to collect your child. We do not like doing this as it causes embarrassment to all involved and we would therefore ask that you clear the account so that this can be avoided.

We look forward to receiving your prompt payment.

Yours sincerely,

Letter 2

Dear Parent

Re: Breakfast Club Payment for <Name>

We have provided Breakfast Club sessions for <NAME> this year however we have not received a response to our previous letter dated <DATE>. The outstanding balance on <DATE> is <AMOUNT>.

As stated in our Breakfast Club Debt Policy, all attendance at Breakfast Clubs must be paid for in advance using Parentmail. We must ask you to clear the outstanding balance within the next 7 days and to top up your child's account before any further meals are taken. If you wish to pay by cheque or cash, please contact the office.

If payment is not received within the next 7 days we will pass the matter to Heron board of Governors. We must implement our policy as we have to ensure that the school budget is used to provide for children's learning and not to pay costs incurred by non-payment of Breakfast Club.

We look forward to receiving your prompt payment.

Yours sincerely,