

Iqra VA Primary School

Income & Debt Recovery Policy

Training for this life...



And the Hereafter.

Recommendation

Governors to read and agree the policy.

SIGNED BY CHAIR OF GOVERNORS:

A handwritten signature in black ink, appearing to read 'Boaly', is written over the signature line.

Date: 1 October 2023

Review date: October 2024

Introduction

*NB - references within this policy to the payment for school meals should be disregarded for the current period, since meals are being provided for all pupils free of charge, subject to the continuance of support from the London Mayor's Office. However, This policy currently includes but is not limited to school meals. Where appropriate, this debt collection model may be used for any other monies the school wishes to collect in the future.

The responsibility of ensuring school meal payments are made lies with the school, Therefore, a policy is required to ensure school meal debts are kept to a minimum. The Governors of Iqra School wish to implement one that ensures meals are paid for, whilst aiding Parent/Carers during financial difficulties and ensuring children still receive a meal at lunchtime.

Procedures

- School meals should be paid for in advance of meals being taken. Meals are paid for via Parent Pay.
- Meals may be paid for on a weekly, half termly or termly basis.
- On a weekly basis the office will check to ensure that a child's account is not in arrears.
- If the account is in debt the parent/carer is contacted via telephone, text, email to remind them to top up.
- The meal accounts are monitored and any accounts still in debt will receive a reminder letter from the school office.
- If the account remains in debt then a meeting letter is sent from the School business manager to discuss payment.

Please note a process will be followed, however this may vary depending on factors such as the level of debt and the time period. The parent/carer will be advised to provide a packed lunch for the child until the arrears are cleared.

We acknowledge that on occasion, families have financial difficulties and in these proven circumstances, the school will work alongside the family to agree a solution which is not to the detriment of the child.

In the event of a child leaving Iqra School with an outstanding debt, the Governing Body will need to consider whether to write off this debt or pursue payment by other means.