

Washacre Primary School

Autumn 2019



School Payment Policy

INTRODUCTION

Washacre Primary School Payment Policy has been adopted to ensure that a consistent and fair approach is taken towards debt incurred by parent/carers whose children take school dinners or are in nursery. If debts are incurred and cannot be recovered, Bolton Council will recoup the debt through the school budget, thereby affecting the amount of money that is available to provide education to all pupils.

Provision of School Meals

Free School Meals are available for parents who meet certain criteria including the receipt of state benefits. Any parent/carer that believes they may qualify for Free School Meals should contact the school office for further information. Free School Meals are a statutory right and it is important that all parents/carers who qualify take up their child's entitlement so that they can receive a school meal each day.

Information of the entitlement to free school meals and an application form can be found on the Bolton Council website:

<http://www.bolton.gov.uk/website/pages/Freeschoolmealsandschoolclothingallowance.aspx>

If a child's entitlement to free school meals expires or the parent/carers personal circumstances change the parent/carer must provide a packed lunch or send payment in advance for school dinner.

Cost of School Meals

School meals are available to children at a cost of £1.70 per day or £2.04 for Nursery pupils. Payment to be sent (currently cash or cheque only made payable to BMBC in a sealed envelope clearly marked with your child's name, class number and amount enclosed) on or before a Monday morning as fees must always be paid on the first day of the week. Parents will be notified of any price increases prior to the new term.

Nursery Fees

Payments for Nursery fees

Payment to be sent (currently cash or cheque only made payable to BMBC in a sealed envelope clearly marked with your child's name, class number and amount enclosed) on or before a Monday morning as fees must always be paid weekly.

Cost of nursery fees

Nursery Fees are payable on the Monday of each week

<u>Package A</u> 30 hour funded pupils	£21.20 per week	Includes 5 x lunch cover 5 x school dinner snack money	5 x 8.45am – 3.15pm
<u>Package B</u> Additional Top up session to 15 hours funding	£16.00 per session	Includes lunch cover and school dinner	1 x 8.45 – 3.15pm And 4 x Either 8.45am-11.45am or 12.15pm-3.15pm
<u>Package C</u>	£70.00 per week	Includes	5 x

5 additional top up sessions to 15 hours funding		5 x lunch cover School dinner additional cost of £10.20	8.45am – 3.15pm
Package D Preschool / 2 year olds	Monday, Tuesday, Wednesday am £13.	Includes 2 x lunch cover 2 x school dinner	Monday and Tuesday 8.45am – 3.15 pm and Wednesday 8.45am-11.45am
Package E Preschool / 2 year olds	Wednesday pm Thursday, Friday £13.	Includes 2 x lunch cover 2 x school dinner	Wednesday 12.15pm-3.15pm Thursday and Friday 8.45am – 3.15 pm

Management of School Debts

To ensure that the School’s budget is not adversely affected by the cost of school meal debt or nursery fee debt, the Governors consider the fairest system to all families is to pursue a consistent approach when managing parental payments. School recognises that families do experience financial difficulties from time to time. Please contact the office if you are unable to make school dinner and/or nursery payments:

- Arrangements can be made to clear any debt by instalments; however, the amount should be acceptable to both the school and the parents and repayment plan will be agreed to
- An up to date statement of account for both nursery fees and school dinner money is available on request from the office team.
- If payments are not brought up to date within a reasonable amount of time, the school reserve the right to withdraw the service. For nursery fees this means withdrawal of the nursery place reverting to the universal offer of 15 hours (Monday to Friday 8.45am - 11.45pm)
- For school meals, this means that parent/carer will be required to provide a packed lunch as no meal will be provided in school.

Dinner Money

Text reminders will be sent weekly advising parents of the amount owing on their account. This amount must be paid in full a week before the end of each half term. If this is not paid parents will be advised in writing that school meals will be withdrawn and that a packed lunch is to be provided on the first day back after the start of the new half term/term. If at any time, the debt exceeds £50 then school reserve the right to withdraw school meals and parents will be required to provide a packed lunch for their child. The outstanding amount will be sent to Bolton Local Authority for Debt Collections actions.

Nursery Fees

Reminders will be sent to parents advising of action required as per the timescales below:-

Timescales	1 week overdue	2 weeks overdue	3 weeks overdue	4 weeks overdue
Communication issued	Text message reminder/phone call or face to face	Phone call and 1 st reminder letter sent – <i>App 1</i>	2 nd reminder letter sent – <i>App 2</i>	Final letter – <i>App 3</i>
Action required	Payment made to bring account in order	Payment made to bring account in order	Arrangement to be in place by end of week 3 OR payment made to bring account in order	Payment in full
Action by school				Withdrawal of service by school Debt to be transferred to Bolton Local Authority for Debt Collection actions

Joint Executive Board of Governors

Head Teacher

Signed Chair of Governors.....

Business Manager.....

DATE: AUTUMN 2019

REVIEW DATE: AUTUMN 2021

Appendix 1 - Letter 1

BOLTON METROPOLITAN BOROUGH

WASHACRE PRIMARY SCHOOL

Email: office@washacre.bolton.sch.uk

Website: www.washacre.bolton.sch.uk

Head teacher

Mr Chris Howarth

Tel: 01942 634 756



Washacre Primary School

Clough Avenue

Westhoughton

BL5 2NJ

Dear

Re: first Reminder – Nursery Fees for Name, Class

Insert Name has been receiving nursery provision, but we have not received any nursery fees in the last two weeks. The outstanding balance on ***Insert Date*** is –£0.00. We would be grateful if payment could be arranged by ***Insert date***. We would like to remind you that nursery fees are due weekly in advance on Mondays as per the Nursery Policy.

If you have any queries regarding your nursery arrears or you would like to speak to someone regarding payment please contact the office who will be happy to help you.

Yours Sincerely

Mrs J Ashcroft

Office Administrator

Washacre Primary School

BOLTON METROPOLITAN BOROUGH

WASHACRE PRIMARY SCHOOL

Email: office@washacre.bolton.sch.uk

Website: www.washacre.bolton.sch.uk

Head teacher

Mr Chris Howarth

Tel: 01942 634 756



Washacre Primary School

Clough Avenue

Westhoughton

BL5 2NJ

Dear

Re: Second Reminder – Nursery Fees for Name, Class

Insert Name has been receiving nursery provision, but we have not received any nursery fees in the last three weeks. The outstanding balance on ***Insert Date*** is –£0.00. We have written to you previously on ***Insert date*** regarding this matter but we have not had any contact from you. If payment is not received in full by ***Insert date*** we will have to consider withdrawing your nursery place.

If you have any queries regarding your nursery arrears or you would like to speak to someone regarding a payment plan please contact the office who will be happy to help you.

Yours Sincerely

Mrs J Ashcroft

Office Administrator

Washacre Primary School

BOLTON METROPOLITAN BOROUGH

WASHACRE PRIMARY SCHOOL

Email: office@washacre.bolton.sch.uk

Website: www.washacre.bolton.sch.uk

Head teacher

Mr Chris Howarth

Tel: 01942 634 756



Washacre Primary School

Clough Avenue

Westhoughton

BL5 2NJ

Dear

Re: Third and final Reminder – Nursery Fees for Name, Class

Insert Name has been receiving nursery provision, but we have not received any nursery fees in the last four weeks. The outstanding balance on ***Insert Date*** is –£0.00. We have written to you on two previous occasions but the debt still has not been settled. If payment is not received in full or significant steps are not made to reduce the debt by ***Insert date*** your nursery place will be terminated on ***Insert date*** and the debt will be referred to Bolton Council who will implement their own debt recovery procedures.

If you have any queries regarding your nursery arrears or you would like to speak to someone regarding a payment plan please contact the office who will be happy to help you.

Yours Sincerely

Mrs J Ashcroft

Office Administrator

Washacre Primary School