



# **School Debt Policy**

Rudyard Kipling Primary School

Date: September 2026

Review Date: September 2027

As from 1<sup>st</sup> September 2020, Rudyard Kipling Primary School has adopted a strict **NO DEBT** and cashless policy in relation to School Meals, After School Club, Breakfast Club and Nursery Fees.

The school is not obliged to provide a school dinner where payment is not forthcoming or where authorisation for free school meals has not been received. If you think you may be eligible for Free School Meals, please contact the school office for further details. If your child(ren) orders a school meal and this has not been paid for then you will be contacted to make a direct payment or bring in a packed lunch to school on the same day. The school also offers an additional Breakfast and After School Club, which has a pricing structure included below.

As a school, we aim to act promptly to address issues at an early stage, this is to prevent arrears of dinner monies and club fees from accumulating to a point beyond parents means to settle. The school will, in exceptional circumstances, postpone the refusal to provide meals or attendance to After School / Breakfast Clubs if parents have advised us of their financial situation and the school is satisfied the funding will be forthcoming.

Please see below how the school expects to receive payments:

School Dinner – In advance or on the day via ParentPay

Breakfast Club – In advance by Arbor – Parent Portal APP

After School Club – Arbor – Parent Portal APP

Nursery – In advance via ParentPay/Arbor

All payments must be made **Online using ParentPay/Arbor**. Therefore, no cash payments for these service will be accepted unless in exceptional circumstances.

### **Breakfast Club**

Breakfast Club is very popular and is an extended service run in house by our great staff. This is available to all children between Years R-6. The club runs from 7.30am to 8.45am every day. We have staggered drop off times. The prices and times are below. The children have access to healthy food such as cereals and hot food. The club also offers games and activities. Rudyard's Breakfast Club has won awards in recent years.

This service is heavily reliant on prompt payments to remain financially viable. We therefore require all bookings and payments in advance. Breakfast club can be booked on a daily or week by week basis. All bookings must be made via Arbor Parent Portal App.

Session are charged based on attendance at the club. Therefore, only those sessions attended will incur a charge on your Arbor account. If you child is ill or absent you will not be charged. However if you want to cancel a booking you **MUST** inform the school office 24hours before the booked session.

Breakfast Club staff will have a register each morning that confirms booked and paid for attendees. Therefore if your child is not booked on, we will not be able to accept your child at Breakfast Club door on that occasion.

## **After School Club**

After School Club is a very popular extended service which is run in house by our great staff. This service is available to children in years R-6. Children have access to craft activities, games and a healthy substantial snack. The club runs every day between 3.15pm and 5.30pm. There are two collection times, 4.30pm and 5.30pm. Prices are included below.

This service is heavily reliant on prompt payments to remain financially viable. We therefore require all bookings and payments in advance via the Arbor Parent Portal App. Sessions can be booked on a daily or week by week basis. Sessions are charged based on attendance at the club. Therefore, only those sessions attended will incur a charge on your Arbor account. If your child is ill or absent you will not be charged. However if you want to cancel a booking you MUST inform the school office 24 hours before the booked session.

After School Club staff will have a register each afternoon that confirms booked and paid for attendees. Therefore if your child is not booked on, we will not be able to accept your child at After School Club and your child will require collection at the usual time.

## **School Meals**

The school's expectation is that if you pay for school meals, you have paid online on the day or in advance. If you genuinely forget to pay, you will be granted one concessionary day to pay for this. However, no further meals can be ordered until this debt is cleared fully. If the debt remains unsettled, parents must provide their child(ren) with a packed lunch. In the event a debt payment is not received, nor is a packed lunch provided the school will contact you. If we become concerned that a child is regularly missing meals or sent to school without food or lunch money, we may need to inform children's services.

This debt policy's aim, is to prevent and support families to pay for our services. The school will work closely with any families requiring support in these matters including settling any debts. However, where no attempt is made to clear any debt, we will follow the procedure of the School Meals Debt Policy and the school may request support from the council's Debt Recovery Team.

We hope by implementing this policy we are able to help parents/carers manage school dinner money and Breakfast / After School Club fees.

## **Nursery**

If your child attends paid sessions at either Carle (2 year olds) or Armstrong (3/4 year olds), we require advanced payments via ParentPay/Arbor. Sessions will not be booked unless payment is forthcoming. We are not able to allow any level of debt to accrue in relation to Nursery provision.

Before you book your session, this MUST be confirmed with the Nursery that they are able to accept your child for the session.

Registers are taken each morning and afternoon and your account will be charged based on your child attendance.

## **Debt Policy Implementation**

### Key Information

- All parents should be provided with a copy of the debt policy when their child joins the school.
- If you feel you may be eligible for Free School Meals, please contact the school for further information.
- All school lunches must be paid for in advance, unless previously agreed with the school. No child should be sent to school with no money in their account and expect to be given a meal.
- Parents who don't want their child to have a school lunch, should provide a healthy packed lunch.
- All extended services should be paid for as mentioned above

## **School Dinner Debt Implementation Process**

**Level 1 - Indicator:** A child's account goes into debt.

**Action 1:** Parent/Carer will be contacted to alert the parent to pay the balance immediately.

**Level 2 - Indicator:** A child's account remains in debt the following day but is still requiring lunch or extended service

**Action 2:** - A call is made to the parent/carers to ask them make payment immediately or alternatively bring a packed lunch into school for their child(ren). If the debt relates to an extended service the parent is advised they cannot book further session until this debt is settled.

**Level 3 - Indicator:** The parent does not comply with any of the above options, and the debt remains.

**Action 3:** Another call to parent, requesting a lunch is brought into school straight away. If they require a school lunch, payment needs to be made for the debt and current meal before we can order a lunch. If the debt relates to an extended service, the parent is advised to settle their debt and pay for the next session in order for them to access this service. If this is not forthcoming, we will refuse to accept your child(ren) at the club. The school will inform the parent a debt letter will be sent if the debt is not cleared. A debt letter will be sent, depending on the outcome, with agreement by the Head.

**Level 4 Indicator:** A child's account remains in debt – Unpaid debts as above

**Action 4:** Refer to the Head Teacher to contact parent/carers.

If the debt remains unpaid the LA will assist in recovery – this could be a letter from a 3<sup>rd</sup> Party – e.g. School Meals Team Manager alternatively the school may request assistance from the council's debt recovery team.

## Rudyard Kipling's School Prices

School meals (ParentPay online or cash on the day. Weekly payments need to be received on the Monday morning)

£2.75 per day

£14.75 per week

### **BREAKFAST CLUB**

Times: 7.30am – 8.45am

A variety of activities take place and children are given breakfast up until 8.15am.

**All places must be pre-booked weekly and paid for in advance via the arbor App.**

You may leave your child(ren) with a member of the Breakfast Club Staff at the main entrance of the school at the following times, session prices are indicated.

|               | <b>Normal Fee (per child)</b> |
|---------------|-------------------------------|
| <b>7.30am</b> | £6.50 daily or £32.50 weekly  |
| <b>7.45am</b> | £6.00 daily or £30.00 weekly  |
| <b>8.00am</b> | £5.50 daily or £27.50 weekly  |
| <b>8.15am</b> | £5.00 daily or £25.00 weekly  |

### **AFTER SCHOOL CLUB**

Times: 3.15pm – 5.30pm

A variety of activities take place and children are given a snack and a drink.

**All places must be pre-booked and paid for in advance via the Arbor App.**

You can collect your child(ren) from the After School Club door at the following times, session prices are indicated.

|                                                                          | <b>Normal Fee (per child)</b> |
|--------------------------------------------------------------------------|-------------------------------|
| <b>3.15pm-4.30pm</b>                                                     | £11.00 daily or £66.00 weekly |
| <b>3.15pm – 5.30pm</b>                                                   | £12.00 daily or £60.00 weekly |
| <b>4.15pm – 5.30pm</b><br><i>**Following other after school activity</i> | £8.00                         |