

Payment and Debt Policy 2019

1. Aims

- Nursery sessions, breakfast club and school dinners will be charged via our online payment system: ParentPay
- Payments can be made by a number of different methods including:
 - Online payments made on ParentPay
 - Cash by prior arrangement
 - Cheque made payable to 'Derbyshire County Council' by prior arrangement. Cheques for school dinners must be paid separately to nursery sessions.
 - Bank transfer to the Extended Services bank account
 - Tax free childcare paid into the Extended Services bank account
 - Childcare vouchers paid into our Extended Services bank account. At present we accept vouchers from the following providers:
 - Busy Bees
 - Computershare
 - Edenred
 - Fideliti
 - Kiddivouchers
 - RG Childcare
 - Care-4
 - Sodexo
- Payments made by bank transfer, childcare vouchers or tax-free childcare will be credited by the School Business Officer to your ParentPay account. These are credited once the payment appears on our bank account
- **We expect all charges to be cleared on a monthly basis, ideally at the end of the month**
- Cash and cheques are logged once received in school and a receipt is issued

2. Values, principles and standards

This policy is underpinned by the following values, principles and standards:

- All debts will be recorded and non-payment will be followed up by issuing reminders in the form of:
 - Text reminders to login to ParentPay and settle any outstanding payments – monthly and termly
 - **General** reminders are also communicated via newsletter
 - Verbally by the Headteacher– after approximately 2 months
 - Written requests for payment – after approximately 4 months
- Debts should be cleared in full before July each academic year, and before a child leaves Flagg Nursery School.
- Debts can be paid in full or in instalments by agreement **with** the Headteacher
- If a debt is outstanding at the end of the school year in July, or one term after the child has left Flagg Nursery School, the debt will be referred to Derbyshire County Council Legal Services for full debt collection methods to be instigated.

4. Communication of this Policy

We will take active steps to communicate the principles of this Policy to all relevant parties. The Policy will appear on the school website, and be available as a hard copy for any parents who wish to view it in school. The Policy will be reviewed by the Governing Body every 4 years, and if amendments are made, all parents will be notified.

5. Responsibilities and accountabilities

- The Governors are responsible for:
 - ensuring that this policy is in place.
 - providing the necessary guidance, encouragement and resources to allow this policy to be followed.
 - Monitoring the effectiveness of this policy.
- The Headteacher/School Business Officer is responsible for:
 - Contacting Parents with regard to large and/or unpaid debts.
 - Referring to Derbyshire County Council Legal Services Department, when necessary.
 - Reporting such referrals to the next meeting of the Governing Body Resource Management Committee.

6. Context note

This policy is to be taken as read. However, where there are found to be omissions of coverage, or where it is no longer in line with Government advice, statutory guidance or legal requirements, amendments will be made.

7. Monitoring and review

The Resource Management Committee will be responsible for monitoring the effectiveness of this policy. Changes will be made in line with legislation.