



## **WEST PARK PRIMARY SCHOOL ARREARS POLICY**

**March 2025**

### **INTRODUCTION**

This policy has been prepared to ensure that parents are dealt with equitably and that no parent or carer is allowed to build up a significant debt with the school.

### **GENERAL PRINCIPLE**

All school meals should be paid for in advance. The usual collection day for school meals is Monday (or 1st school day of the week if ever different). Some parents/carers can opt to pay for more than a week in advance.

After School Club can be paid monthly, weekly or by the session.

### **MEALS**

#### **FREE SCHOOL MEALS**

Please refer to City of Wolverhampton Council guidelines to see if a child qualifies for free school meals. Only those children officially approved by the LA should receive free school meals, plus all children in reception and years 1 and 2.

### **ARREARS COLLECTION PROCEDURE**

Where payments are not being received in advance, and arrears accumulate, the following procedures apply.

**AFTER 10 SCHOOL DAYS OF NON-PAYMENT A LETTER, TEXT OR PHONE CALL REMINDING PARENT/CARER WILL BE SENT.**

AFTER 15 DAYS OF NON-PAYMENT A FINAL LETTER WILL BE SENT GIVING A DEADLINE DATE AND PARENTS WILL BE WARNED THAT THEIR DEBT MAY BE REFERRED TO THE COUNCIL.

If no payment has been received after the date specified the debt will be referred to the council to commence formal debt proceedings. A final letter shall be sent explaining the debt has been referred to the relevant council department.

No further school meals will be provided to pupils that have outstanding arrears.

Where a pupil(s) transfers to another school within the Local Authority area, the school should contact the new school to advise them that there are outstanding unpaid arrears. Within the LA it is then possible to delay the movement of the child until arrears are paid with the cooperation of the next school.

Where the above procedure has been followed and parents/carers still refuse to pay for outstanding meals, but still continue to send their children to school without sandwiches, dinner money or making other suitable arrangements, the family concerned should be referred to the Education Welfare Officer.

## **AFTER SCHOOL CLUB**

### **ARREARS COLLECTION PROCEDURE**

14 DAYS PAYMENT NOT RECEIVED - REMINDER LETTER

21 DAYS PAYMENT NOT RECEIVED - LETTER SENT TO REMOVE FACILITY

Reviewed annually