

	<b>Hunmanby Primary School</b> <a href="http://www.hunmanbyprimary.co.uk">www.hunmanbyprimary.co.uk</a>	<b>Newsletter 3 Spring Term</b>
		<b>14<sup>th</sup> February 2025</b>

## Inspire Enjoy Achieve

Dear Parents and families,

The purpose of this newsletter is to inform Parents and Carers about the new ***Debt Recovery Policy*** that will come into force from **Monday 24<sup>th</sup> February 2025**. Please read it carefully, as it outlines a new and more consistent approach to managing payments in school, and will help you understand what is expected. This Policy was put together by the Governing Body with the support of North Yorkshire Council's School Finance Team.

Please note that this will immediately impact expectations on payments for school dinners from Monday 24<sup>th</sup> February. After half term, we now have a clear 'no debt' policy relating to the school meal service, which is outlined below.

If debts are incurred, then the school budget must pay for them. This means that money, which should be spent on the children's education, is used to pay for debts incurred by parents/carers. I am sure that you would agree that this is not sustainable or acceptable, and we would hope that you will give this Policy your full support.

As always, thank you for your continued support, and please have a pleasant half-term break.

**Conrad Fox**

## Hunmanby Primary School Debt Recovery Policy



### Introduction

This policy has been written to help Hunmanby Primary School adopt a consistent approach to debt incurred by parents/carers. It provides clarity and consistency in managing the debt and will also help parents/carers clearly understand what is expected of them.

Parents will be asked to pay for most services in advance. Schools can only offer free meals to children who are entitled to Universal Free School meals (Reception, Year 1 and Year 2) and pupils who qualify for economic Free School Meal entitlement. Every other meal and service for which there is a charge must be paid for. The school will always endeavour to ensure that payment for the services offered by the school are transparent and as easy as possible to administer.

The school is invoiced directly for residential trips, educational visits, and school dinners, so it is essential that sufficient funds are available. If there were insufficient funds from those who use these services, then the school would have to cover the shortfall from the budget it is given for all children. That would be unfair and unsustainable.

Parents who are experiencing difficulty in paying for a chargeable service offered by the school, should inform the school office immediately. In most circumstances a payment plan can be agreed to help parents spread the costs. Large debts left unpaid may be passed to North Yorkshire legal services to recover.

The following procedures apply to: -

**School dinner money**

**School trips**

**Wraparound care**

**Extended Early Years sessions**

**Miscellaneous items for sale**

## **School Dinners**

**It is a parent's responsibility to ensure that a child is provided with either a packed lunch or a purchased school meal each day.**

Hunmanby Primary School has a clear 'no debt' policy relating to the school meal service. If debts are incurred, then the school budget must pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents/carers. Every parent/carer will agree that this is unacceptable, and we request that all parents/carers give this policy their full support.

We hope that through implementing this Debt Collection Procedure we will help parents/carers manage school dinner money better and at the same time ensure that all money that is for children's learning is used appropriately.

## **School Dinner Money Procedures**

We require that school meals are paid for in advance of the meal being taken. **We encourage** parents to make half termly advanced credit payments where possible. Where this is not possible weekly advanced credit payments must be made prior to the start of the week. If this is not possible, school meals **must** be paid for by the end of the school week (Friday) in which the meals were taken. All payments are made online through ParentPay. Meals will be charged to ParentPay if a meal is taken on that day – any 'ad hoc' meals taken must be paid for at the end of the week that the meal is taken. Any unused credit will carry forward to the following week.

**Text reminders will be sent home each Friday** notifying parents of any outstanding balances. We ask that these are kindly cleared at this point on Friday.

**If payment remains outstanding on Monday morning, we regret that we will not be able to provide any further school meals until the payment has been cleared. You will be notified of this by text message and be asked to bring in a packed lunch for your child.**

## Free school meals

If you get certain benefits, your child could also qualify for free school meals during all school years. To qualify you must be receiving:

- Universal Credit, provided you have an annual net earned income of no more than £7,400, as assessed by earnings from up to three of your most recent assessment periods (£616.67 per month)
- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- support under part six of the Immigration and Asylum Act 1999
- the guarantee element of Pension Credit
- Child Tax Credit, provided you are also not entitled to Working Tax Credit and have an annual household gross income that does not exceed £16,190 (as assessed by HMRC)
- Working Tax Credit run-on, paid for four weeks after you stop qualifying for Working Tax Credit

Please note that contributions-based benefits, including contribution-related Jobseekers' Allowance do not entitle you to claim free school meals.

For more information or to apply please see:- [Free school meals | North Yorkshire Council](#)

## Educational Visits/Residential Trips

Contributions towards educational visits/residential trips should be received in advance, as detailed in communication sent to parents. Unfortunately, if sufficient contributions are not received to cover the cost, the educational visit/residential trip may not go ahead.

## Wraparound care

Hunmanby Primary School provides a term time only wraparound school childcare service for 3-11 year olds at the before and after school club, The Hive. Parents will be charged for use of the service. We require that sessions are paid for in advance of the day that care is required. Parents/carers are invoiced half termly via ParentPay. We encourage parents to make half termly payments where possible. Where this is not possible weekly payments must be made. Any 'on the day' booked Hive sessions must be paid for by the end of the week, which the session is taken. **Failure to do so may mean your child is removed from the Hive list and no longer able to attend and may not be able to sign up for future sessions if balances remain outstanding.**

## Tax free childcare

Hunmanby Primary School accepts tax free childcare vouchers to cover the costs of wraparound care. More details can be found here [Tax-Free Childcare - GOV.UK](#)

## Extended Early Years sessions

Hunmanby Primary School provides Early Years childcare provision to children aged 2-4 years. Children can use their 15 or 30 hour funded entitlement for these sessions. Additional sessions may be booked over the funded entitlement, these sessions are chargeable. Additional chargeable sessions will be invoiced via ParentPay half termly. A weekly payment can be agreed with the Office and be paid for by

the end of the school week in which the sessions are taken. **Failure to do so may mean your child's place is removed, they are no longer able to attend and may not be able to sign up for future sessions.**

## **Photographs**

School photographs are managed by an external partner. Payment must be made direct to the provider.

## **Debt procedures - IMPORTANT**

In collecting any outstanding debts, a step-by-step process will be followed. Outstanding debt will be reviewed daily. If your account is in arrears, the following procedure will apply:

1. Text reminders will be sent with the outstanding balance on a Friday, and recorded on ScholarPack.
2. If the balance remains unpaid by the following Monday, the school office will contact the parent/carer by telephone to remind them to clear the outstanding balance. If the outstanding balance is in relation to school dinners, we will advise that a packed lunch must be provided until the balance is cleared.
3. If the balance remains unpaid by the end of Monday, the school office will send out **Debt Letter 1** via email, chasing payment and advising that failure to do so will result in the matter being referred to the Headteacher.
4. If payment remains outstanding, **Debt Letter 2** will be sent out **no later than week 2** by Royal Mail Recorded Delivery and the matter referred to the Local Authority for further advice and assistance.

As soon as school are notified that a child is leaving, a member of the office staff will run a check on the balance of the child's ParentPay account. Any outstanding debt must be paid in full, and any credit balance will be refunded.

If parents fall into debt more than three times in a term, the school reserves the right to refuse to provide any service that requires payments (e.g. school dinners, trips, clubs etc) for the rest of the term.

If any monies are outstanding at the end of the academic year, the school reserves the right to charge an administration fee for time taken to recoup this outstanding debt, as well as claiming the money owed through the Small Claims Court through North Yorkshire Legal Services.

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

## Appendix

### Debt Letter 1

Dear

School Meal Arrears

Despite previous texts and the email of (date) it appears that the amount owing for school meals remains outstanding at £(amount). This amount should be paid with immediate effect.

Payment can be made via the secure online payment system at **www.parentpay.com** using the login already provided. You can also check your account balance here and see what meals have been taken and when.

As stated in the email, **until the debt is cleared you should make alternative arrangements for your child(ren) at lunchtime as a school meal can only be provided if payment is received in advance.**

#### Free School Meal Eligibility

A free school meal is available to children whose parents have applied for free school meals and who are in receipt of certain benefits. Current details of eligible benefits, and a link to apply online can be found on the free school meals section of the North Yorkshire Council website:-

Free school meals | North Yorkshire Council

The school Welfare Team can be contacted at:- School Welfare, North Yorkshire Council, County Hall, Racecourse Lane, Northallerton, DL7 8AE . Tel: 01609 533405. Email: schoolwelfare@northyorks.gov.uk

If you would like to discuss this matter please do not hesitate to contact the school. The school is keen to provide any necessary assistance and support it can to try and resolve this matter as quickly as is possible.

Yours sincerely

Office Manager

### Debt Letter 2

Dear

School Meal Arrears

Despite my previous letter of (date) it appears that the amount owing for school meals remains outstanding at £(amount). This amount should be paid with immediate effect.

Payment can be made via the secure online payment system at **www.parentpay.com** using the login already provided. You can also check your account balance here and see what meals have been taken and when.

As stated in **Debt Letter 1**, until the debt is cleared you should make alternative arrangements for your child(ren) at lunchtime as a school meal can only be provided if payment is received in advance.

From the date of this letter, should you not contact the school **within the next 14 days** the debt will be passed over to the North Yorkshire Council legal service. If you do not contact us within the timescale stated the legal team will contact you directly, and all further correspondence relating to the recovery of the debt will be with the NYC Legal Service. This could result in Court proceedings being issued against you to recover the debt.

## Free School Meal Eligibility

A free school meal is available to children whose parents have applied for free school meals and who are in receipt of certain benefits. Current details of eligible benefits, and a link to apply online can be found on the free school meals section of the North Yorkshire Council website:-

### Free school meals | North Yorkshire Council

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If you would like to discuss this matter please do not hesitate to contact the school. The school is keen to provide any necessary assistance and support it can to try and resolve this matter as quickly as is possible in order to avoid passing the debt to the NYC legal service.

Yours sincerely

Mr Conrad Fox  
Head Teacher

## Diary Dates

### Half- Term – Mon 17<sup>th</sup> Feb – Fri 21<sup>st</sup> Feb

Monday 24 <sup>th</sup> Feb	- School starts
Tuesday 4 <sup>th</sup> March	- Shrove Tuesday (Pancake Day)
Friday 7 <sup>th</sup> March	- World Book Day
Monday 10 <sup>th</sup> March	- Science Week in school starts
Monday 17 <sup>th</sup> March	- Bikeability starts for Year 5
Friday 21 <sup>st</sup> March	- Red Nose Day
Monday 24 <sup>th</sup> March	- School Assessment Week
Friday 28 <sup>th</sup> March	- Non-uniform Day for donations of Easter Eggs
Thursday 3 <sup>rd</sup> April	- Easter Bingo
Friday 4 <sup>th</sup> April	- Last Day of Term

### Easter Holiday – Mon 7<sup>th</sup> April – Fri 18<sup>th</sup> April

Monday 21 <sup>st</sup> April	- Easter Monday Bank Holiday
<b>Tuesday 22<sup>nd</sup> April</b>	<b>- Children start back for the Summer Term</b>