



## **The Ark Federation, part of St. Christopher's Multi Academy Trust**

### **SCHOOL MONEY ARREARS POLICY**

This policy was adopted by the Resources Committee of the Ark Federation Resources Committee.

It will be reviewed annually.

Signed.....  
(Chair of Resources committee, The Ark Federation)

This Policy has been compiled recognising the difficulties placed on schools in balancing the social welfare of pupils with the management of outstanding school money. If debts are incurred then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay debts incurred by parents which most people in the school community would feel was unacceptable.

- Dinner money should be paid in advance, termly, half-termly or on the first school day of the week. Extended school money should be paid promptly on receipt of bill.
- Preferred method of payment is online via School Money or by cheque made payable to The Ark Federation. If cash payments need to be made, they should be put in a clearly named envelope and posted in the secure box outside the School Offices or directly to the Administrator.
- We appreciate that circumstances change and that on rare occasions a child may unexpectedly need a school meal later in the week. In this case, payment should be made on that day.
- When a pupil has failed to produce dinner money, the School may allow a meal to be provided where it is felt that this is a temporary situation e.g. money lost on the way to School, domestic problem etc. Parents should be contacted and the meal should be paid for at the next opportunity.
- Where payment is not made as requested above a reminder will be sent to the parent by the administrator (telephone, text message, bookbag note). If payment is not forthcoming within five days of this contact the matter will be referred to the Headteacher. At this point a formal letter should be sent to the parent stating the amount of the arrears and requesting that the child either brings a packed lunch to school or goes home for lunch until the debt is cleared. For after school clubs, attendance at either breakfast or teatime club is suspended (Appendix Letter 1).

- If in the opinion of the Headteacher, failure to provide a meal could have serious consequences for that pupil, a meal should be provided and details recorded in writing to the parent and a copy kept as a record.
- If this is the case an appointment will be made to meet with the parent to discuss the situation. A date for the repayment of the debt should be agreed.
- If the problem persists, the Chair of Governors should be informed and contact to be made with the family to help them through any difficulties.

## Appendix 1



### *The Ark Federation*

c/o Mare Lane  
Beer, Seaton,  
Devon EX12 3NB  
Tel: 01297 20077  
Email: Beeradmin@arkstcmat.org  
www.beer-ce-primary.devon.sch.uk



Insert name and address

Insert date

Dear

**Re: Dinner/Extended School Money Arrears (delete as necessary) for (insert child's name)**

Dinner Money/Extended School arrears (delete as necessary) for (child's name) is £..... as at (insert date).

Please can you arrange for immediate payment via School Money (cheques payable to The Ark Federation) to the School Office.

Until this debt is cleared (insert child's name) must bring in a packed lunch or go home for lunch / not attend breakfast/teatime club (delete as necessary).

If you need to discuss this please make an appointment to come and see me.

Yours sincerely

Miss Rebecca Porter  
Executive Headteacher