



Grove School

Debt Policy

Mission statement:

“Enjoy, learn, achieve”

Dawson Road
Handsworth
Birmingham, B21 9HB
Tel: 0121 464 4669
Fax: 0121 464 0508

E-mail:
enquiry@grove.bham.sch.uk

Headteacher: Mrs P Matty

Grove Primary School **Debt Policy**

This debt policy has been revised in October 2020 in line with the move from Parentpay to sQuid.

From 2.11.20, all school meals must be pre ordered by parents using the online Squid platform.

Parents who pay for school meals will not be able to order meals online unless their account is in credit and the balance is sufficient to cover the cost of school meals for one week.

Introduction

Grove School implements a strict debt policy relating to the school meal service.

If debts are incurred, then the school budget has to pay for them. This means that the 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 attention.

Free School Meals

If parents/carers believe that their children may qualify for entitlement to Free School Meals please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will continue to assist you with your application and you can also check on line using the following link: www.link2ict.org/FSM

Please contact Mrs O'Mahoney, finance administrator k.omahomey@grove.bham.sch.uk if you require further information.

Payment for School Meals

From 2.11.20 all payments for school meals must be made via a secure online system called sQuid.

Those parents wishing to pay cash should contact Mrs K.O'Mahoney k.omahoney@grove.bham.sch.uk, to request the option of paying via PayPoint for dinner money.

Meals must be paid for in advance using the online sQuid platform. Payments can be weekly, half termly or termly.

School meals must be pre ordered online for the forthcoming week. Parents will not be able to order school meals unless their sQuid account is in credit and the balance is sufficient to cover the weekly cost of school meals - £11.75.

When Payment for School Meals Has Not Been Received

Parents will have to provide a packed lunch for their child until their sQuid account is in credit and the balance of the account is sufficient to cover the cost of the meals.

Historical paid school meal debt on Parentpay

Parents have been requested by letter to clear any paid school meal debt on Parentpay by Friday 9th October 2020.

Debt balances on Parentpay will be transferred to sQuid on 23.10.20.

From Friday 23rd October 2020, if a debt is shown on Parentpay for a paid dinner, parents will have to provide a packed lunch for their child until the transferred debt balance on sQuid is cleared.

School meals can then be ordered on the sQuid system once the sQuid account shows a credit and this is sufficient to cover the cost of meals ordered for one week.

Historical free school meal debt on Parentpay.

From October 23rd 2020 all debts for families who are now entitled to a free school meal will be transferred to sQuid.

Debt Procedures

Parents who have a dinner money debt will be requested by letter to clear the debt.

Paid school meals: the debt must be cleared on Parentpay and the sQuid account in credit before school meals can resume.

Parents with an outstanding dinner money debt who are now free school meals: parents will be contacted by school to discuss a payment arrangement to clear the outstanding debt.

Consequences of Non Payment for School Meals

If payment of dinner money is not received, school will decide whether to refer the dinner money debt to a debt collection company.

Conclusion

We hope that by implementing this debt policy:

- We are able to ensure parents/carers manage payments effectively
- We reduce the administration time and costs involved chasing debts
- We ensure that all monies for children's learning are available for that purpose.

Monitoring and Recovery of Debts

At each meeting of the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding dinner money and the current position with regard to such debt. The aim of the school's debt policy is to minimise the opportunity for debt balances to build up and school to incur expensive debt recovery costs. The school does however, reserve the right to begin legal proceedings to recover outstanding debts

End of Academic Year Procedures for Leavers

Parents will be informed of current meal balances during the summer term to encourage them to manage both debt and credit balances before the end of term.

School Leavers with Credit Balances

Where credit exists against a leaving child account, the credit will transfer onto a sibling account.

Where there is no sibling, the balance will be refunded back to the card that made the payment or via a manual process.

School Leavers with Debt Balances

Where debt exists against a leaving child, parents will be informed and payment requested before the end of the summer term.

If no payment is received, the debt will transfer onto a sibling account and parents will be informed of this by letter.

Paid school meal debt

Appendix 1

Parent/Carer of

Squid shows that you have not yet cleared the outstanding debt for paid school meals.

Our records show a debt of £

This payment must be made by ----- via the sQuid website using your secure username and password. Alternatively payment can be made at a local PayPoint outlet using a barcoded letter or payment card.

If payment is not forthcoming, then the school will be unable to continue providing school dinners for your child, and you will need to provide a packed lunch until the debt is cleared.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely,

Mrs K. O'Mahoney
Financial Administrator

Parents with historical debt – packed lunch and free school meals
Appendix 2

Parent/Carer of

Parentpay shows that you have an outstanding debt for school meals.

Our records show a debt of £

This debt has now been transferred to sQuid.

This payment must be made by ----- via the sQuid website using your secure username and password.

If you are unable to pay this debt, please contact Mrs O’Mahoney, finance administrator on k.omahoney@grove.bham.sch.uk or telephone 0121 to discuss a payment arrangement.

I have attached a statement for your records.

Yours sincerely,

Mrs K. O’Mahoney
Financial Administrator