



Extended Services Debt Policy

2022 - 2025

*... pay your debts and you and your family can live off the rest.
(2 Kings 4:7)*

Document Control

Owner

The owner of this document is the Headteacher. All requests for change should be directed to them. Any printed copies of this document are for reference only; the definitive version is the computer file held on the school office administrator's computer.

Revision history

Version	Date	Changes	Author(s)
2	26/01/22	None	LQ

Approval

Version	Date	Approver(s)	Minute number
2	01/07/19	Finance and Resources Committee	FR 26/19
2	09/02/22	Full Governing Body	GB 146/21

Review period This policy will be reviewed every three years.

Version	
	January 2025

Background

Youlgrave, All Saints' C of E (VA) Primary School Extended Services Policy has been adopted to ensure that a consistent and fair approach to debt incurred by parents/carers whose children attend Extended Services provision. The Local Authority (LA) is not accountable for the administration of Extended Services, therefore the responsibility falls on the school to pursue instances of non-payment. As a result, the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

Provision of Extended Services

The Extended Services provision is no different to any other business; in that it has to be paid for by someone. This provision is available to children but at a cost to parents/carers.

Cost of Extended Services

The provision of Breakfast Club is available to children from 8.00am at a cost of £3 per day. The provision of After-School Care is available to children from 3.30pm to 5.30pm at a cost of £5 per hour. Every 5th hour of the After-School Care taken in the same week is provided free of charge; this can be shared with siblings. Breakfast Club provides a breakfast meal and After-School Care provides a light, 'tea-time' snack.

Booking of Extended Services

In order to adequate staffing levels both clubs must be booked used the online facility 24 hours before the provision is needed.

Payment of Extended Services

Payment **must** be made in advance or on the day of the provision, either by using the on-line payment method or by cash/cheque made payable to Derbyshire County Council; in a sealed envelope clearly marked with the child's/children's name, class number, total hours/days/clubs paid for and the amount enclosed. School must ensure that all Extended Services money collected is banked in a timely manner in accordance with the schools' Financial Regulations which are periodically inspected by Derbyshire County Council Audit Services.

Management of Extended Services

To ensure that the schools' budget is not adversely affected by the cost of providing Extended services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although this may seem harsh to some parents, it is important that the Extended Services provision does not run at a loss, otherwise the school budget will be affected and to the detriment of all our pupils.

When payment has not been received for the forth coming weeks' provision, School may provide the service where it is felt that this is a temporary situation e.g. temporary hardship; however, details should be recorded in writing and a record maintained and monitored.

If a child has Extended Services provision which has not been paid for, a letter/text detailing how much is owed will be sent to the parent /carer requesting payment within seven days (See Example Letters 1 and 2). The same process will be used if a cheque is not honoured by the bank. Prompt action will be taken to address any debt issues at an early stage in order to prevent arrears amassing.

Where a child continues to require Extended Services provision, School must establish if the parent/carers is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carers should be invited to speak confidentially to the Headteacher.

When debt exceeds £20 for a child or family a formal letter must be sent to the parent informing them of their required actions.

If the debt exceeds £40 for a family and/or action proves unsuccessful in securing the Extended Services money arrears, School will write to the parent/carers explaining that the school is not obliged to provide Extended Services provision where advanced payment is not forthcoming.

Monitoring and Recovery of Extended Services Debt.

At each meeting of the Governing Body (FGB)/ Finance and Resources (F & R) Committee, the Headteacher will provide Governors with details of any outstanding Extended Services debt and the current/profiled position with regard to overall profit or loss of the provision. If the provision is running at a loss, the Governors will have to decide on the existence of the provision in school.

The aim of this policy is minimise the opportunity for debt balances to build up and incurring costly referral to the schools' solicitors. School does, however, reserve the right to begin legal proceedings to recover outstanding Extended Services debts and to inform the Local Authority, Legal Services.

Where full or part payment for Extended Services is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent/ carer should there be a delay in payment from the company.

All write-offs of outstanding debt must be approved by the FGB/F & R Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.



Example Letters

Example – Letter 1

Parent/Carer of (pupil name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Postcode)

Contact : Mr/s XXXXXXXX
Ref : DMdebt1 (pupils initials)
Telephone : 01629 636289

Date : xx/xx/xx

Dear xxxxxxxx

Extended Services provided to (Pupil Name)

According to our schools' financial record, you have not paid Extended services money for your child/children (pupil name/s). As at xx/xx/xxxx, your account is showing a debt of £xx.

In order that there is no detriment to the school budget, please clear your childs'/childrens' debt by making arrangements for the Extended Services debt to be paid immediately.

Unfortunately, if the debt is not cleared by xx/xx/xxxx, the Extended Services provision will not be provided to your child.

Once you have cleared the current debt, I should be grateful if you could ensure that you keep your account in credit. The current cost of this provision is £x for Breakfast Club and £xx per hour for After- School Club.

If you have any queries regarding these arrears, or wish to discuss the matter further, please do not hesitate to contact the school office on the number above.

Yours sincerely

Heather Stelling
Headteacher

Example – Letter 2

Parent or carer of (pupil name)
(Address Line 1)
(Address Line 2)
(Address Line 3)
(Postcode)

Contact : Mr/s XXXXXXXX
Ref : DMdebt2 (pupils initials)
Telephone : 01629 636289

Date : xx/xx/xx

Dear xxxxxxxx

Extended Services provided to (Pupil Name)

I am writing to you regarding the current level of outstanding Extended Services debt that is showing on your account. Despite previous correspondence and messages, the debt for your child (pupil name) is still outstanding.

Our schools' records show that as at xx/xx/xxxx your account is £x in debt. The current cost for Extended Services is £x for Breakfast Club and £x per hour for After School Club.

I enclose invoice number xxxxxxxxxxxx for the above account and ask that you make arrangements to clear the account using the instructions on the reverse of the invoice.

Once the account is paid in full, your child/children will be able to use the provision in the future, provided that the account is kept in credit.

As our school's budget will have to fund any overall debt incurred through Extended Services provision, it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Our school reserves the right to begin legal proceedings to recover the outstanding debt and to inform the Local Authority, Legal Services.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

Heather Stelling
Headteacher