



# **LORDSHIP LANE**

## PRIMARY SCHOOL

# **Debt Policy**

<b>Statutory or non-statutory</b>	<b>Date reviewed</b>	<b>Date of next review</b>
<b>Non-statutory</b>	<b>Summer 2026</b>	<b>Summer 2028</b>

### **1. Objective**

To significantly reduce the level of school debt regarding school meals, breakfast club, after school club, music lessons and any other charging activity.

## **2. Key Principles**

- To take prompt action to ensure that school debts do not build up.
- To have a clear threshold beyond which debts will not be allowed to increase.
- To ensure that parents are made aware of the policy.
- To ensure a fair and consistent approach to dealing with late payments

The school has no facility to carry debts. If debts are incurred, then the school has to use its budget to pay for them. This means that money, which should be spent on children's education, is used to pay for debts incurred by parents and carers not paying.

## **3. The Procedure**

### **EXTENDED CLUBS / TRIPS**

To pay for breakfast club, Night Foxes (our after-school provision) and after-school clubs (e.g. multi-sports) please register for Parent Pay online payments by requesting an access code from the main office.

### **SCHOOL MEALS**

Currently, all primary-aged children receive free-school meals thanks to the London Mayor's Free School Meal scheme:

<https://www.london.gov.uk/who-we-are/what-mayor-does/priorities-london/free-school-meals>

However, if this funding should end, parents will need to pay for school meals through Parent Pay: [parentpay.com](http://parentpay.com)

Parents who don't want their child to have a school lunch should provide a healthy packed lunch or arrange to take their child home for lunch.

### **Free School Meals**

If a parent or carer believes that their child may be entitled to free school meals, then additional information on this statutory right can be obtained by visiting:

<https://www.gov.uk/apply-free-school-meals>

Parents can check eligibility here: <https://pps.lgfl.org.uk/>

Only eligible pupils will qualify, and the school will be happy to assist parents and carers with completing the necessary online application form if required. If a parent or carer is notified by Lordship Lane Primary School that their child is no longer eligible for Free School Meals, then they are required to notify the school immediately to prevent incurring a school meal debt.

Even though the Lord Mayor's Free School Meals scheme currently gives all children at Lordship Lane Primary School free meals, we still encourage parents to apply for free school meal funding as this entitles them to benefits such as food vouchers during the holidays and a potential extra £1,515 in school funding.

#### **4. Establishing a Debt Policy**

Lordship Lane Primary School will notify parents of this policy through the following ways:

- A letter sent home
- The school's newsletter
- The school website

Early reminder procedure to inform parents once debt has surpassed **£1.00** (weekly notification system)

##### **Level 1**

Indicator: A child's record shows a debt

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been recorded correctly? Check 3 does this parent normally pay on time, is this just a one off?

**Action 1: send a 'Gentle debt reminder' by email or letter**

##### **Level 2**

Indicator: A child comes to school on a consecutive day without the debt being paid or a packed lunch

Check 1 has this parent made contact?

##### **Action 2: Personal contact**

A member of the Administration Team will phone the parent to ask them to pay the money owed online or bring a packed lunch to school before lunchtime or arrange to take their child home at lunchtime. Set up payment plan if finding hard to settle the debt. This must be agreed by Finance Manager or Head Teacher

##### **Level 3**

Indicator: The parent does not comply with any of these options

Check 3 has this parent made contact?

**Action 3: send debt letter and ask child to bring in pack lunch**

##### **Level 4**

Indicator: The parent does not comply with any of these options, Check 3 has this parent made contact?

**Action 4: Start proceeding to recover the debt with debt collections**