

Issue: 1 (Original)
Date: Dec 2016
Review Date: Dec 2019

Late Payments Policy

LATE PAYMENTS POLICY

LANGENHOE COMMUNITY PRIMARY SCHOOL AND PRESCHOOL

PREPARED BY: Nicola Adkins

APPROVED BY: Governing Body

Date:	Issue Number:	Details:	Review Date
Dec 2016	1	Original	December 2019

Late Payments Policy

Langenhoe Community Primary School & Preschool

Langenhoe Community Primary School & Preschool have a responsibility to ensure that it receives full payment for both its school meals and Pre-school provision. In view of this the Governing Body have agreed the following policy in respect of late payments.

School & Pre-School Meals

The Governing Body is responsible for the provision of school meals and it has been agreed that school meals must be paid for in advance, i.e: on the day of purchase or pre-payment for a set number of meals.

Pupils may have a school meal on certain days, and packed lunches on others.

The Governing Body reviews the price of our school meals on a yearly basis, taking into account food, accommodation and staffing costs.

The following up of non-payment of school meals monies owed is a time consuming and costly exercise. The Governing Body has therefore put in place the following procedure:

Non-Payment of School Meals

- **If no payment received by the end of the week 1 - Standard Letter sent home as appropriate**
- **If no payment received by end of week 2 - Telephone Call direct to the parent requesting immediate payment**
- **If no payment received following the above mentioned procedure, Then NO school dinner will be provided and parents contacted to provide a packed lunch.**

The School's Financial Administrator will advise the Head of the Governing body monthly of any outstanding / arrears of School Meal Monies and they will take the required steps to recover the monies due.

Fees for non-voluntary contributions for clubs must be paid in advance of the club taking place

Parents/carers who fail to pay outstanding balances prior to the club, will be sent a reminder. If the payment is not settled in full by the following week the child will be refused access to the after school club.

Fees for residential visits are required to be paid in full before a child takes their place on the visit.

Continued failure to pay a debt to the school will result in legal action to recover the monies.