



Houghton Conquest Lower School and Pre-school

## **Houghton Conquest Lower School and Pre-school Policy & Procedure for Collection of Unpaid Fees**

We aim to work with parents/carers in the recovery of monies owed to the Houghton Conquest Lower School and Pre-school.

*Out of school care is paid for when making a booking.*

*Regular pre-school sessions are invoiced and paid in advance of the sessions being taken.*

*Ad-hoc sessions will be invoiced the month after they were taken.*

Our payment procedure should ensure that large amounts of monies are not owed to the school or pre-school. However, if a parent/carer is unable to pay their invoice, we will put the following steps in to place.

- If you can not clear what you owe, we will ask you to agree to pay in agreed manageable instalments. This will be known as a '**Recovery of Unpaid Fees Plan**'
- We will ask you to put your intentions of how you will clear the debt in writing to the Administration Team who will liaise with the Headteacher, Miss McCarthy.
- We may suggest that you reduce your child's sessions until the debt is cleared.
- If you still do not clear the debt, your child will be removed from any paid sessions or denied access to out of school care. We will also not accept any bookings for Ad-hoc sessions.
- We will remove your child from the register and you will have to re-apply for a place once the debt is cleared.
- No siblings will be admitted to the pre-school until the original debt is cleared.
- The debt will be passed to the Central Bedfordshire Council Debt Recovery Department.

### **Monitoring of School Policy and Practice**

This policy will be reviewed annually by the Headteacher, staff and Governors.