

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

We are committed to ensuring that parents/carers are fully informed of their financial obligations when enrolling their child at Houghton Conquest Lower School to ensure fees are paid and paid on time. Similarly, with persons hiring the school facilities.

We aim to work proactively to ensure that debts are not accrued with the school for any reason. For those debts that do accrue, we are committed to working with persons in the recovery of any monies owed.

We acknowledge that some persons may face genuine hardship in paying fees. In these circumstances a person can speak in confidence to the School Business Manager immediately to resolve any issues.

Payment expectations;

- *Out of school care is paid for when making a booking, prior to the session taking place.*
- *Regular pre-school sessions are invoiced and paid in advance of the sessions being taken.*
- *Ad-hoc pre-school sessions will be invoiced the month after they were taken.*
- *Hirers will pay lettings fees in advance*

Our payment procedure should ensure that significant amounts of monies are not owed to the school or pre-school. However, if any person is unable to pay their invoice, we will work with that person and put the following steps in to place.

- If a person cannot clear what they owe, we will ask that they agree to pay in agreed manageable instalments. This will be known as a **'Recovery of Unpaid Fees Plan'**
- We will ask a person to put their intentions of how they will clear their debt in writing to the School Business Manager, who will liaise with the Headteacher.
- We may suggest that a person reduces their child's sessions until the debt is cleared.
- No further siblings or sessions can be taken until the debt is repaid.
- If the debt remains unpaid, a child will be removed from any paid sessions and access denied to out of school care facilities.
- We will remove a child from the register, and a person will have to re-apply for a place once the debt is cleared.

- No further siblings will be admitted to the pre-school until an original debt is cleared.
- A letting agreement will be terminated where an agreement for the payment of fees cannot be reached.

**Monitoring of School Policy and Practice**

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

**Linked Policies**

Charging and Remissions Policy

Lettings Policy