



Suffolks Primary School

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**SUFFOLKS
PRIMARY SCHOOL**



FROM GREAT TO AMAZING

No Debt Policy
for
Breakfast Club
Tea Time Club
(Wrap Around Provision)

Review Annually
Next Review: March 2025



As from October 2013 School has adopted a strict **NO DEBT** policy relating to Wrap Around Club provision.

If debts are incurred, then the School has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

It is very time consuming for the office staff to be continually chase outstanding monies – by message, letter, phone call or in person. The Governing Body of Suffolks Primary School believe that a 'zero-tolerance' approach is the fairest system. We understand that it may seem a very hard stance as there has historically been a culture of debt tolerance. However, moving forward, we are sure that all parents/carers and staff will co-operate with this policy.

We will ensure that parents are aware of this policy by displaying it on the Policy Page of the school's website

Parent/s must pay in advance for all services using the payment methods outlined below:

- ◆ Credit/Debit Cards Online using ParentPay
- ◆ Pay Point Cards (Ask in the office about PayPoint payments)
- ◆ **From September 2025 all payments will be moved to Arbor - parents will be able to download the Arbor app to access the Portal**

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 1 week. However this debt must be paid by the end of that week using the above payment method together with a sum for future use of facilities otherwise the School will be unable to provide further provision.

Payment for Wrap Around Clubs

Stage 1- Reminder text message

Checks will be made on a Monday morning and if there are any monies still owing, a text message will be sent to remind parents/carers to pay the amount outstanding and clear the debt.

Stage 2- Second reminder - formal letter

If monies are still owed, this second reminder will be sent in the form of a letter. The letter will outline that unless the debt is settled by the Sunday evening of this week, provision will no

longer be able to be accessed until the debt is cleared. In this instance parents/carers must arrange alternative childcare.

Stage 3 - Debt Management Procedure

If payment of the debt is not received by the following week, the Headteacher reserves the right to begin debt management proceedings against parents to recover the debt.

Conclusion

We hope that by implementing this debt policy we are able to help parents/carers manage their school debts effectively, reduce administration time and costs involved chasing debts and at the same time ensure that school budgets are used correctly for the education of it's pupils.

We do appreciate that at times parents/ carers may find themselves, in periods of financial difficulty. Suffolks Primary school is caring, understanding and will always be available to listen and support wherever this is possible.

This, however, requires communication and can be achieved via our various communication channels: Phone, email, face-to-face.

We thank you for your anticipated co-operation.