YATTON INFANT SCHOOL

Debt Recovery Procedures

Debts will be dealt with in the following way:

From Parents

Parents are advised that lunch money is payable in advance on a Monday morning for meals to be taken in any week. If payment is not received, parents will receive a reminder slip that week and subsequent weeks. Music tuition fees are payable within 30 days of the commencement of lessons.

If debt is outstanding after 30 days, parents will be sent a reminder letter from the Headteacher advising parents that debt should be paid as a matter of urgency and, if outstanding amount is not paid, child will no longer be able to receive school meals/music tuition.

If debt is outstanding after 60 days, a further reminder letter from the Headteacher will be sent, warning parents that non-payment may result in a referral of the case to NSC Legal Services for action. Any debt outstanding for more than three months must be formally notified to the Headteacher and to the Finance & Personnel Committee, who will decide on the appropriate course of action.

Note: Other income requested from parents for trips/visits and payments to cover the cost of other activities **in school hours** such as food technology **are voluntary contributions and are not covered by these procedures.**

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