



## **Background**

The Bramley Vale Primary School Extended Services Policy has been adopted to ensure that there is a consistent and fair approach to debt incurred by parents/carers whose children attend Extended Services provision. The Local Authority is not accountable for the administration of Extended Services, therefore the responsibility falls on the school to pursue instances of non-payment. As a result the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

## **Provision of Extended Services**

The Extended Services provision is no different to any other business in that it has to be paid for by someone. This provision is available to children, but at a cost to the parent / carer.

## **Cost of Extended Services & 30 hours Care**

This provision, is available to children at a cost of £5 per day for Breakfast Club and £6.00 per day for Afterschool Club. These costs **must** be paid for in advance. Any revision to the Extended Services prices will be notified to parents/carers the term prior to the new charge taking effect. 30 hours placements are £15 per day (3 hour session) and wraparound lunchtime care is £2.50 per day.

## **Payment for Extended Services**

Please book online and send payment on a Friday the week before the agreed booking. This will enable the school to arrange suitable staffing for each session. The School must ensure that all Extended Services money collected in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by audit.

## **Management of Extended Services**

To ensure that the School's budget is not adversely affected by the cost of providing Extended Services, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents it is important that the Extended Services provision does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils.

When payment has failed to be produced for the forthcoming week's provision, the school may allow provision to be provided where it is felt that this is a temporary situation. e.g. Lost or forgotten money, temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored.

If a child has Extended Services provision which has not been paid for, a text detailing how much is owed will be sent to the parent/carer requesting



# BRAMLEY VALE PRIMARY SCHOOL

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payment directly to the school within 7 days. Prompt action will be taken to address any debt issue at an early stage in order to prevent arrears amassing.

Where a child continues to require this provision, the School must establish if the parent/carer is experiencing hardship which affects their ability to pay. Under these circumstances the parent/carer should be invited to speak confidentially to the Head Teacher.

When the debt exceeds **£30** for a *child or family* a formal letter must be sent to the parent/carer informing them of their required actions.

If the debt exceeds **£50** for a family and/or action proves unsuccessful in securing Extended Services money arrears, the School will write to the parent/carer, explaining that the School is not obliged to provide Extended Services provision where advance payment is not forthcoming and the placement will be put on hold until the debt is cleared.

## **Monitoring and Recovery of Extended Services Debts**

At each meeting of the Governing Body/Finance Committee, the Head Teacher will provide Governors with details of any outstanding Extended Services debt and the current / profiled position with regard to the overall profit or loss of the provision. If the provision is running at a loss, the Governors then will have to decide on the existence of the provision in school. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding Extended Services debts and inform the Local Authority, Legal Services.

All Write-offs of outstanding debt must be approved by the Governing Body/Finance Committee following submission of details of the debt by the Head Teacher together with reasons for no further action being taken.