



Elmsleigh  
INFANT & NURSERY SCHOOL

Grow to be the best we can be

# Extended Services Debt Policy

Written: June 2024

To be reviewed: June 2025

Policy Owner: Miss Ruth Samme

Approved by: Local Governing Board



## **Background**

The Elmsleigh Infant and Nursery School Extended Services Policy has been adopted to ensure that 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.

## **Cost of 15 Hours Extended Provision**

You may be eligible for the full 30 hours free funded by the government. Please visit <https://www.gov.uk/30-hours-free-childcare> for more information on eligibility. If you are entitled to the DfE funded 30 hours, then there will be no payment required. If, however, you are not entitled to funding you will be able to pay for your child's 15 extra hours. This is currently £82.50 per week. Payment can be made as instalments but **must** be paid before each half term starts in advance. Any revision to the Extended Services prices will be notified to parents/carers the term prior to the new charge taking effect.

## **Payment for Extended Services**

Payment should be made via bank transfer which you will receive an invoice before your child is due to start school. The School must ensure that all Extended Services money collected is banked in a timely manner in accordance with the School's Financial Regulations which are periodically inspected by audit.

If you would like to make payment using Tax-free Childcare, please get in touch with our school office.

## **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 not been received for the forthcoming week's provision, the school may provide the service 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 letter/text detailing how much is owed will be sent to the parent/carer requesting 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 **£20.00** 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 **£40.00** 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.

### **Amendments to your Child's Provision**

If you wish to make any amendments to your child's provision e.g. changing their place from full-time to part-time hours, we will require you to put this in writing providing us with at least 2 weeks' notice addressed to our School Office. Please bear in mind that your child may lose their nursery place, as we will only be able to change their session if spaces are available at that time.

### **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 regarding 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.

Where full or part payment for Extended Services is to be made via voucher scheme, regular reconciliations should be performed to ensure all monies due is received from the voucher company to avoid the commencement of action with the parent should there be a delay in payment from the company.

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