



# BREAKFAST CLUB DEBT RECOVERY POLICY

2025-2028

**Penbridge Infants & Junior School**

Part of the Thinking School's Academy Trust

Date of determination February 2025

Review Date February 2028



CHILD FIRST – ASPIRE – CHALLENGE – ACHIEVE

## **PURPOSE**

Penbridge School Breakfast Clubs wishes to avoid a situation which parents accrue large amounts of debts for breakfast Club which they may find difficult to clear.

Penbridge School Debt Recovery Policy has been written to help our organisation adopt a consistent approach to debt incurred by parents whose children attending Breakfast Club. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

### **Key Information**

1. All Breakfast Club attendance must be paid for in advance
2. Parents/carers must not send their child to Breakfast Club with in with insufficient balances on their account and expect their child to be cared for in the session.
3. Where a debt has accrued amounting to £15.00 or more, parents will be asked to settle the debt before attending Breakfast Club sessions.

### **Debt Recovery Implementation**

A member of staff at the school will monitor the accounts and check for any students in arrears or with insufficient funds. For students with negative balances, parents or guardians will be called and emailed to inform them that their account is in arrears and they must clear the balance before their child can attend again.

Please understand that Breakfast Club account debts should be avoided as much as possible. We encourage parents and carers to regularly monitor and maintain funds in your child's account will help avoid complications and ensure a smooth, enjoyable lunchtime experience for your child.

By implementing this policy, we are aiming to help parents limit unmanageable Breakfast Club debts.

### BREAKFAST CLUB DEBT – ACTION TIMELINE

Timeline	ACTION TO BE TAKEN
Step 1	<p>If a child has more than 5 sessions unpaid the office will call and email home to let the parents/careers know there is an outstanding balance that must be cleared before the child can attend again</p> <p>14 days given to pay</p>
Step 2	<p>After 7 days a gentle reminder text is sent</p> <p>Debt remains unpaid Text reminder to parent to ask them to pay online.</p> <p>Child unable to attend breakfast Club</p>
Step 3	<p>If the debt is unpaid after 14days a final letter is sent to set up a meeting with the Head of School to consider action.</p>

## Letter1

Date

Dear [Parent's Name],

I hope you are well. We are writing to inform you that there is an outstanding balance on your child's Breakfast Club account which currently amounts to <Amount Due>

As you will be aware, all Breakfast Club attendance must be paid for in advance using. We must therefore ask you to clear the outstanding balance within the next 14 days and top up your child's account before any further attendance at Breakfast Club.

If your child arrives in school for breakfast club, we will unfortunately have no choice but to telephone you to ask you to collect your child. We do not like doing this as it causes embarrassment to all involved and we would therefore ask that you clear the account so that this can be avoided.

You can contact the school office on 03333602190 for any questions or to discuss payment options.

Thank you for your understanding and prompt attention to this matter. We look forward to resolving this issue with you.

Warm regards,

[Your Full Name]

[Your Position, if applicable]

## Letter 2

Re: Breakfast Club Payment for <NAME>

We have provided Breakfast Club sessions for this year however we have not received a response to our previous letter <DATE>. The outstanding balance on is

As stated in our Breakfast Club Debt Policy, all attendance at Breakfast Clubs must be paid for in advance.

I would like to arrange a meeting on [X date and time] to discuss the situation and work toward a resolution. Please confirm if this time is convenient or suggest an alternative.

Thank you for your attention to this matter, and I look forward to your

Sincerely,

[Your Full Name]

[Your Position, if applicable]