

Dear Parents / Carers

Before and After School Club Debt Policy

Unfortunately, due to an increase in the number of parents that are regularly not paying for their child's Croft Club sessions, as from 17/02/20 Croft Church of England Primary School will adopt a NO DEBT policy relating to club attendance.

Our Croft Before and after school Club is a non-profit making extra-curricular activity, offering affordable before and after school child care for our parents. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for resources and staffing costs. I am sure everybody will agree that this is unacceptable and we hope that all parents give this policy their full support. As we all know nobody takes their child to 360 Play and expects them to be given a free session; the same applies at school.

If you are suffering temporary financial problems it is important that you contact the school immediately in case the school may be able to help.

Before and After School Club places must be booked and paid for in advance using any of the methods of payment outlined below:

- **ParentPay**

Adhoc bookings must be paid for on the day of booking via ParentPay upon dropping off at a morning session or picking up from an evening session.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of up to four sessions/two days. However this debt must be paid by day 3 and future sessions must be paid in advance before any further attendance at the club is allowed.

If the debt is not cleared, and contact with the school has not been made and a special agreement reached, all booked places at the club will be cancelled and parents must provide alternate before and after school childcare.

If payment of the debt is still not received, the Head teacher also reserves the right to inform the Chair of the Governors Finance Committee who in extreme cases may decide to begin legal proceedings against parents to recover the debt.

We hope that by implementing this debt policy we are able to help parents manage before and after school club fees better and at the same time ensure that all the money that is for children's learning is available.

If you have any concerns please don't hesitate in contacting me.

Yours sincerely

Mrs Rachel Roberts
Head teacher