

GREAT CHART PRIMARY SCHOOL

BREAKFAST CLUB MONEY DEBT PROCEDURE

September 2026



A Great Place to Discover and Learn

Vision Statement

A respectful community where we thrive and achieve our full potential as confident life long learners

Mission Statement

Preparing for life in our ever changing world, by providing opportunities to develop core values and a love of learning

Our core value is Respect

Our termly values: Team work, Ambition, Responsibility, Resilience, Kindness & Independence

Introduction

This policy provides clarity and consistency in managing the debt and will also help parents/carers clearly understand what is expected of them.

If parents choose for their child to access the Breakfast Club they must understand that this is not a free service and parents must pay for each session.

A policy is required to ensure breakfast club debts are kept to a minimum. In writing this policy, the Governors wish to implement one that ensures sessions are paid for, whilst aiding parents/carers during financial difficulties.

Great Chart Primary School has a clear 'no debt' policy relating to the Breakfast Club service.

We hope that through implementing this debt policy we will help parents/carers manage school breakfast club payments and at the same time ensure that all money that is for children's learning is used appropriately.

Procedures

Regular (at least monthly) payments for sessions must be made, ideally in advance. All sessions and payments are made online through ARBOR. The minimum payment accepted for each session is £1.50.

If a parent/carer genuinely forgets to pay, a reminder will be sent by Office Manager to request a payment.

We expect all the payments for Breakfast Club sessions to be made by the end of each term. If these are not made, we reserve the right to cancel the child's sessions until the payments are made and debt is cleared.

As soon as the school is notified that a child is leaving, a member of the office staff will run a check on the balance of the child's account. Any debt outstanding must be paid in full, and any credit balance will be refunded.

Debt procedures

Office Manager will monitor whether regular payments are being made to the account. If payments aren't being made, following procedure will apply:

1. Each debt will be reviewed and a text message will be sent, via Arbor, to the parent. (Appendix A) This text requests that the debt is paid before the child will be permitted to any further sessions and loses their place.
2. For those debts which received a text message and the debt has not been cleared the following day, a phone call will be made by one of the office team to find out when the debt will be cleared. The parent/carer will also be reminded that the debt is paid before the child will be permitted to any further sessions and loses their place.
3. For those debts that have received a text message and a phone call and the debt has still not been cleared, "Debt Letter One" (Appendix B) will be sent via Royal Mail requesting the immediate payment of the outstanding debt.

4. For those debts that have received items 1-3 and the debts have still not been cleared "debt letter two" will be sent via Royal Mail recorded delivery. (Appendix C)

5. The School Business Manager will contact the parent by telephone to arrange an appointment. If this meeting is not kept or a satisfactory situation agreed, the debt will be referred to the Governors and "debt letter three" will be sent via Royal Mail recorded delivery. (Appendix D).

6. For debts, which received "letter three" the Governors will make a decision on next steps to recover the debt.

If parents do not contact the school regarding the debt and no payment is paid, additional administration costs may be added to the debt. If this is necessary, the Governors may seek to reclaim these costs and any outstanding debt through the Small Claims Court.

The school reserves the right to reclaim any debt from payment for trips or dinner accounts etc that the parents have made.

If any monies are outstanding at the end of the academic year, the school reserves the right to not provide the breakfast club service for the next academic term until the debt is paid. They may however lose their place.

We acknowledge that on occasion, families have financial difficulties and in these proven circumstances, the school will work hard with the family to agree a solution which is not to the detriment of the child.

In the event of a child leaving with an outstanding debt, the Governors will need to consider what further steps to take. This may include contacting the child's new school and informing them of concerns.

Breakfast Club Money Debt Procedure ***Appendix A***

We haven't received any payments into your child's breakfast club account. Please can a payment be made asap today before your child attends any further sessions and loses their place. Thank you.

Breakfast Club Money Debt Procedure ***Appendix B - Letter 1***

Date :

Dear Mr/Mrs/Ms XXXXX

Re: Breakfast Club Payments for.....

Breakfast Club Money Rate: Daily £??

According to our records has been attending the breakfast club. It appears that we have not received any payments to cover this cost. We sent you a text message

on and we phoned you on..... but you have not communicated with the school to discuss how and when the debt will be cleared.

I would be grateful if payment could be paid by, via ARBOR including monies for the forthcoming week if this is relevant. It is the policy of Great Chart Primary School that the School does not pay for breakfast club sessions on behalf of the children.

I would be grateful if you could arrange for prompt payment of this outstanding debt.

Due to the ever increasing debts owing for children's sessions, it is imperative that payment is made promptly to the school, in advance of any further breakfast club sessions. You may also lose your child's breakfast club place.

Thank you for your assistance. If you wish to discuss this further, then please do not hesitate to contact me.

Yours sincerely,

XXXXXXXXXX
Office Manager

Breakfast Club Money Debt Procedure
Appendix C – Letter 2

Date:
Dear Mr/Mrs/Ms XXXXXXXX
Re: Breakfast Club

You will recall that we wrote to you previously regarding the outstanding balance on..... Breakfast club money account.

As you know, it is the policy of Great Chart Primary School that the School does not pay for breakfast club sessions on behalf of the children.

As you have failed to make any payments to the Breakfast Club account as previously requested, via ARBOR, I will be phoning you in due course to arrange an appointment to discuss this further.

Please do not hesitate to contact me if you have any questions in the meantime.

Yours sincerely,

XXXXXXXXXXXXX
School Business Manager

Breakfast Club Money Debt Procedure

Appendix D

Date:

Dear Mr/Mrs/Ms XXXXXXXXX

Re: Breakfast Club

I am disappointed you were unable to make your appointment on..... To discuss arrangements to recover the outstanding dinner money debt of £

In line with the school's Breakfast Club Money Debt Policy and procedures, a copy of which is available on the school website, I have no option but to refer this outstanding debt to the Governing Body who may decide to make a claim in the small claims court.

The Governing Body will consider the situation and you will be contacted in due course regarding the recovery of the outstanding debt.

Yours sincerely

XXXXXXXXXXXXX

Headteacher