St. Anne Line Catholic Junior School

Arrears Policy

Reviewed : July 2026

ST. ANNE LINE CATHOLIC JUNIOR SCHOOL

Arrears Policy

Wickhay,
Basildon
Essex.
SS15 5AF

Date of Policy:	July 2026
Date last review adopted by Governing Body:	March 2024
Date of next review:	July 2028

With Jesus, through the St Anne Line Way,
We Love, We Learn, We Share, We Pray.

Together, we grow Our School each day

Introduction

- The purpose of this policy is to detail the procedures for Arrears in St. Anne Line Catholic Junior School, and the procedures which will be followed.

Arrears Procedures

- St. Anne Line Catholic Junior School operates a 'no arrears' policy.
- The purpose of this policy is to protect the school's budgets and prevent parents building up arrears which they then have difficulty meeting.
- The policy must be followed by all parents as St. Anne Line Catholic Junior School.
- Parents must make proper arrangements to keep payments up to date.
- St. Anne Line Catholic Junior School may take legal action if necessary to pursue any outstanding arrears, following the withdrawal of the place.
- If there are contraindications, the Governors of St. Anne Line Catholic Junior School may negotiate an appropriate period for payment of the arrears.

The Administration Officer's Role

- The School's Admin Officer should:
- Provide statements with reminder the first week a parent does not pay.
- 1st Arrears letter issued if parent does not respond to statement (with reminder) Appendix 1.
- 2nd Letter issued as soon as the deadline on the 1st letter expires (Head Teacher must be informed at this stage if not already)
- Discharge of place with outstanding arrears must be passed to Finance Assistant with supporting documentation in order to raise official invoice (or take legal action) and start debt collection proceedings.

Discharged arrears/credit policy

- All parent/s/carers' ABOR Accounts should be monitored in accordance with the arrears policy.
- Should a parents/carers leave the school with outstanding arrears or be discharged (due to arrears) the school will continue to make every effort to recover the debt by following below:

- Discharged Arrears Notice 1 If the parents/carers responds to this letter the school will set up a meeting with them and arrange for an agreement of how the parents/carers are going to repay the debt. This must be supported in writing and signed.
- Agreement for Payment of Outstanding Arrears. If this agreement is not adhered to the school will issue the final letter.
- Final Notice of Outstanding Arrears.

Extended School Arrears (includes Clubs)
After School Extra-Curricular Clubs

- All fees for After School Extra-Curricular Clubs must be paid for in advance.
- Clubs are booked for the whole course and not on a weekly basis.
- Children will not be able to join a club halfway through the term unless there are spaces available.
- Fees are to be completed through ARBOR.

Breakfast Club

- Breakfast Club can be attended on a 'pay as you go' basis, or booked in advance (payment through ARBOR, cash, or childcare vouchers).
- Fees for breakfast club can be made to the school at the start or end of the day when the Child is being collected.

After School Club (The Hive)

- A signed contract must be received prior to the child attending The Hive After School Club.
- Fees are payable for all sessions in advance either at the beginning of each term, or at least 24 hours in advance.
- Fees are payable through ARBOR, which will be set up by the school office after a completed contract has been received (available from the School Office).
- Lateness in collecting your child will incur a charge of £10 for the first, or part of the first 15 minutes, and £20 thereafter. Payments must be made before the end of the working week in which the costs are incurred.
- St. Anne Line Catholic Junior School, including The Hive, operates a 'no arrears' policy, and lateness in payment will restrict a place for the child and on further booking if fees/charges are not met.

Non-Payment of Fees

If you are experiencing any financial difficulties, please speak to a member of the school Office Staff. Non-payment of fees for more than two weeks will result in your child's place being suspended until all fees are paid up to date.

Dinner Money

- St. Anne Line Catholic Junior School operates a 'no arrears' policy.
- It is the parent's responsibility to provide a lunch for their child.
- School dinners are to be paid for via **ARBOR**.
- The child will select the school dinner from the choices given on the day during registration time. (Menus are available on the School Website.)
- If a child orders a school dinner, there must be sufficient funds in their parent's ARBOR account.
- Sufficient funds for school dinners should be checked by parents at least the night before via the Parent's ARBOR account.
- **Once a school dinner has been ordered, payment or sufficient funds must be completed by 10:30am, otherwise the school will cancel the order.**

No credit will be given

- It is the parent's responsibility to provide a lunch for their child. If there are insufficient funds in Parent's ARBOR account, the school will send a text at 9.30am reminding the parent that payment is required by 10.30am at the latest.
- Children will NOT be given a school dinner if there is insufficient money in the account by 10:30am. The child will be given some food for their lunch, such as toast and juice, if a packed lunch has not been brought up for the child by their parent.

Exceptional Circumstances

- The Head Teacher is able to write off a limited amount of arrears in accordance with the School's Financial Regulations, however, this can only be done in exceptional circumstances.

Any Questions?

- Please do come into the school if you have any questions or queries about your child's school meals. If you would like to know the balance of your account, please log onto ARBOR or contact a member of the office staff.

Free School Meals

Please remember that if you are in receipt of either:

- Income Support
- Jobseekers Allowance (Income Based)
- Income Related Employment & Support Allowance
- Child Tax Credit with an annual taxable income of less than £16,190
- Pension Guarantee Credit
- Universal Credit

……..then you may be eligible for Free School Meals.

Please come to the office for more information and an application form

Saint Anne Line Catholic Junior School is a level one Rights' Respecting school. At the heart of our school is the Convention for the Rights of the Child (CRC). This is evident in our planning, policies, practice and ethos.

- **Standard A: Rights-respecting values underpin leadership and management**
  The best interests of Saint Anne Line pupils are a top priority in all actions. The values and principles of the CRC at the heart of this policy.
- **Standard B: The whole school community learns about the CRC**
  The Convention is made known to children and adults. They use this shared understanding to work for global justice and sustainable living.
- **Standard C: The school has a rights-respecting ethos**
  Children and adults collaborate to develop and maintain a rights-respecting school community, based on the CRC, in all areas and in all aspects of school life.
- **Standard D: Children are empowered to become active citizens and learners**
  Every child has the right to say what they think in all matters affecting them and to have their views taken seriously. Saint Anne Line pupils develop the confidence, through their experience of an inclusive rights-respecting school community, to play an active role in their own learning and to speak and act for the rights of all to be respected locally and globally.