



ARREARS POLICY

Goods/Services

- All goods and services provided to parents and pupils must be paid for in advance

School Meals

- No meals will be provided to pupils when arrears exceed two weeks (Headteacher discretion to refuse meals earlier than two weeks will be exercised in cases where arrears regularly accrue).
- Parent/guardian to be informed in writing when arrears of one week have accumulated and advised to make immediate payment or to contact the Area Education Office if they think that their child/ren is/are entitled to free meals.
- Parent/guardian to be informed that no meals will be provided if payment is not received by a specified date (ie in accordance with the policy the date when two weeks' arrears have accumulated).
- Headteacher's discretion will be exercised, eg if free meals application has been submitted.

Fees (including music tuition)

- Invoices will be paid within 10 school days from the date of the invoice or by the date stated.
- Activities will not commence until payment has been made.

Monitoring and Review

This policy will be reviewed every three years to ensure it is effective and workable.

Reviewed by: Miss Brown

Date of Review: September 2021

Date of Next Review: September 2024