



ISAAC NEWTON ACADEMY

Debtors Policy

Introduction

At Isaac Newton Academy our aim is to equip every student with the knowledge, learning power and character necessary for success at university and beyond. We aim to enrich the lives and experiences of our students, and to inspire them, by providing a wide range of learning opportunities both inside and outside of the classroom. Such enrichment activities might include extra-curricular clubs, sports events and fixtures, cultural visits, music and theatre performances, adventure activities, educational conferences, and subject-related educational visits and competitions. A number of these are free of charge but some require contributions from families. This policy should therefore be read in conjunction with the Academy's Charging and Remissions Policy.

We also believe that we have a role to play in educating students in healthy eating to support learning and ensuring a balanced diet. We therefore offer a family dining service whereby school meals are compulsory and parents are charged for meals automatically unless their child is not in school or we have been notified that they are fasting.

In order to successfully continue the fantastic enrichment opportunities and family dining service, it is really important that families pay for their child's school meals and contributions to enrichment activities on time in order to avoid debts building up and unnecessary staff time taken in chasing debts.

In order to ensure that debts are managed effectively, the Academy will undertake the following processes:-

Dinner monies

Weekly texts to all families in arrears

Weekly calls to debtors over £20

Weekly letters (first chase) to debtors over £40

Weekly letters (second chase) to debtors inviting them in to meet with the Finance and Resources Director.

Weekly letters (third chase) to debtors who have not responded to the second chase, informing them that we intend to take legal action if no response

If no response to third chase then a letter to be sent from the Solicitors

If no response to the Solicitors letter then the Academy may take the debtor to the small claims court.

Contributions to enrichment activities

Some enrichment activities that require a voluntary contribution may not be viable to go ahead if insufficient contributions are received. It is therefore important that contributions are received in a timely manner.

For chargeable activities, a clear payment plan will be sent out in advance of the activity. If a family defaults on any payment, their child's place on the activity is at risk and deposits already paid may be lost.

If monies for chargeable activities and/or dinner monies are owed, this is likely to impact on a child being offered places on any future chargeable activities such as optional or residential trips or unless the debt is cleared.