

CARDINAL ROAD INFANT and NURSERY

SCHOOL



BAD DEBT POLICY

Policy Written: Spring Term 2011
Reviewed Spring Term 2012, Summer 2014, 2016, 2020, 2024
Next Review: Spring Term 2028



Contents

1. School Trips & After School Activities
2. School Uniform
3. School Milk
4. Surplus Equipment
5. Invoices
6. Nursery Payments

1. SCHOOL TRIPS & SCHOOL ACTIVITIES

Parents and Carers, who cannot genuinely afford to pay a voluntary contribution for a school trip that takes place in school hours, should let the school know who will deal sympathetically with the situation and consider subsidising the trip for the child. However, if not enough voluntary donations are received the school may have to cancel the trip.

The School will consider payment of After School Activities for children in extenuating circumstances.

A receipt will be issued for payments received.

2. SCHOOL UNIFORM

School uniform must be paid for when collected.

Information and the application form for the primary school clothing grant can be found at Hounslow.gov.uk >school uniform grants All applications are dealt with by the School Uniform Grants Team and if successful, payment will be paid directly to the parents' nominated bank account.

3. SCHOOL MILK

Mid-morning milk is organised by "Coolmilk". Every child is entitled to Free School Milk until their 5th birthday. Children over five are entitled to subsidised milk. Parents in receipt of certain benefits may be entitled to claim milk for over 5's. Parents should register their child for the scheme and then the school will add them to the "school payment scheme" section online

Milk is subsidised by the European Union under the European milk scheme. Milk for children under five is also funded by the Department of Health.

Whether free or subsidised you will need to register your child for milk by:

Website: www.coolmilk.com email: registrations@coolmilk.com Tel: 08001422972

"Coolmilk" are responsible for collecting the appropriate payment.

4. SURPLUS EQUIPMENT

The governing body has the authority to declare equipment, furniture or other assets or stores surplus to requirements and to arrange for their sale or write off, provided the items concerned were purchased in full or in part from its delegated budget (Financial Regulation 8.7). Where the estimated disposal value of surplus or redundant assets (equipment) or stores is less than £100 or sale is to be by public auction or competitive tendering, authority for disposal can be given by the Headteacher.

Bad Debt Policy

The prior approval of the governing body will be required (in accordance with the schemes for financing schools model - standing orders and financial regulations) where the value is over £100.

A list of equipment disposed of will be presented to the governing body each year. This list will show, so far as may be known, the item, department, date of manufacture or purchase, values when new and when made redundant (estimated where necessary) and disposal value.

The school's inventory will be amended to show disposals and such entries will be endorsed by the Headteacher.

The net income (i.e. excluding VAT) from sales of surplus or redundant assets or stores purchased from the school budget will be credited back to the school budget.

5. INVOICES

Payment of invoices will be processed in line with current financial policy procedures.

7. NURSERY PAYMENTS

Parents/Carers to pay in advance for the additional hours they require over 30 hours.

Parents /carers are to book the required additional hours in advance and payment is to be made at the time of booking. If parents fail to pay on more than 2 occasions and despite 2 requests, either by phone / email or letter, the option to pay for additional hours may be withdrawn".