



# Winterbourne Junior Girls' School

## Debt Policy

As from 18 October 2011, at the direction of the Local Authority, Winterbourne Junior Girls' School adopted a strict no debt policy. If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents or staff. Every parent will agree that this is unacceptable and we request that all parents and staff give this policy their full support.

### School Lunch

All Primary school children who attend in state schools across London are now receiving free school meals

### School Clubs and Trips

Individual letters for trips will be printed with a unique barcode that can be used at PayPoint stores. It will also have a reminder of username/password for online payments. Payment for all clubs and trips should be made in advance using any of the methods of payments outlined below:

- Credit/Debit Cards online using ParentPay
- PayPoint barcode letters (which the school can print off in the office)
- Cash will be taken at the office as a last resort only

The PayPoint methods of payment can take up to two working days to appear on the account. Until the account is in credit, with trips a receipt with proof of payment from the PayPoint store can be shown at the school office.

### Long Term Debts

The school, with the support of the Governing Body, will continue to pursue monies owed as far as practicable. We also understand that parents may find themselves in difficult circumstances on occasion, and would urge parents to make early contact for a confidential discussion.

### ParentPay Accounts

We understand that on occasion a parent/career may have funds on one pupil's Parent Pay account but be in debt for another sibling. With the parent/career permission, we can move money between sibling accounts.

The school reserves the right to charge an administration fee for any debts that remain at the end of any term.

If you have any concerns, or experiencing financial difficulties, please do not hesitate to contact the school office on 020 8684 3532 or [office@winterbournegirls.croydon.sch.uk](mailto:office@winterbournegirls.croydon.sch.uk)

\_\_\_\_\_  
(Chair of Governors)

Date: \_\_\_\_\_

\_\_\_\_\_  
(Head Teacher)

Date: \_\_\_\_\_



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