



Ryan Avenue, Ashmore Park, Wolverhampton, WV11 2QQ

Email: oakmeadowprimaryschool@wolverhampton.gov.uk

Phone: (01902) 558517 **Fax:** (01902) 558520

Website: www.oakmeadowschool.uk

Dear Parents / Carers,

Head Teacher: Mr S Arnold

Re: Non Payment of Breakfast Club / Funsters' Fees

Our Board of Governors has recently reviewed our Arrears Policy given the increasing difficulties the non-payment of fees has on our school budget. Providing child-care facilities inevitably incurs costs for such things as staffing and educational / social play equipment and resources. It is therefore imperative that the fees associated with accessing either our Breakfast Club or Funsters are paid fully to avoid the accumulation of arrears. As outlined in correspondence sent in April 2017, all sessions should be paid daily or weekly with all accounts clear of arrears by the end of each month.

If your account is in arrears, children will not be allowed to attend child-care facilities until a payment has been made for the full amount.

I detail following our policy's course of action to recoup outstanding arrears:

- Following receipt of a text/letter detailing the amount in arrears, payment must be made within a 7 day period.
- In the instance of financial difficulty, a payment plan may be devised with agreed payment dates to secure the payment of arrears.
- If the full arrears payment has not been made or the payment plan arrangement has been reneged upon, a further letter will be sent out demanding a final payment. A 10 school-day termination period will be issued informing you of your child's withdrawal from our child-care facility / facilities. The arrears will then be referred to the Legal Department at Wolverhampton City Council.
- Once the arrears have been paid, children may once again access our child-care facilities subject to regular payment of fees and non-accumulation of arrears.

I trust you appreciate our financial position with regards to managing a budget and its associated costs and will therefore endeavour to clear all outstanding arrears to avoid legal prosecution.

Again, we remind you that all sessions should be paid in advance with a credit being carried forward if your child is ill and can not attend.

If you wish to discuss your payment arrears, please speak to Miss Mills, our Business Manager.

Thank you for your support.

Yours sincerely,

Mr. S. Arnold
Headteacher

From tiny acorns **mighty oaks** grow...

