**Brookdale Primary School**

Early Years Provision Debt Policy.

Brookdale Primary School has adopted a strict no debt policy relating to the provision of the Early Years Provision.

If debts are incurred, 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.

Parent will be advised of any outstanding debts by the following methods:

* Invoice issued at beginning of each half term.
* Gentle debt letter – sent home every week for three weeks.
* Telephone call from school office.
* Letter from Headteacher.
* If payment is not made by due date, a final debt letter will be sent
* Referral to WBC legal section if all methods to clear the debt is ignored.

Brookdale Primary School will advise Parents of their Early Years Provision Debt Policy via the following ways:

* the school website.

Before a pupil leaves Brookdale Early Years Provision, any credits will be refunded.

Any child leaving who still has a sibling attending Brookdale Primary School, the debt will be transferred to the sibling.