

Extended Hours Debt Policy & Procedures

Maritime Academy Trust (the Trust) has adopted a clear **'no debt'** policy relating to the Extended Hours Provision (EHP). All schools within the Trust who provide an extended day service have supported parents and carers with the payment of their fees in the past, this has resulted in the schools being owed a significant amount of money which is unsustainable.

Currently the money which should be spent on the children's education to buy books, paper, pencils, paint etc. has to be used to pay for any debts incurred. Every parent will agree that this is unacceptable, it cannot carry on and we request that all parents give this policy their full support.

Therefore, the Trust Trustees have agreed to implement an Extended Hours Debt Policy and Procedures to bring it in line with other local schools. Parents/carers **must** pay in advance for the provision by paying into their child's MCAS account online or via a Paypoint barcode which can be requested via the school office. Children will not be able to attend the provision unless it is paid for. If a parent genuinely forgets to pay in advance or a child needs to use the service as an emergency measure the school may grant a debt allowance of one day. However this debt must be paid by the next day and future sessions must be paid in advance before any further sessions are attended.

All extended day provisions accept childcare vouchers/Tax-Free Childcare as payment, please speak to the school office if you would like further information about this.

We hope by implementing this debt policy we are able to help parents manage their childcare provision better and at the same time ensure that all money that is for children's learning is available in the school budget.

If you have any concerns please don't hesitate to contact us.