

Newchurch Community Primary School
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Headteacher: Mrs J Narraway

18th March 2024

Dear Parent/Carer,

Re: Parent Pay Debts

As we approach the end of the financial year, please can all parents ensure that their child's ParentPay account is in credit, even if it is just by a little bit, as otherwise the school will be charged for the debts the parents have incurred which results in this being taken from the school budget and impact directly on the children.

Over the last few weeks, we may have corresponded with some of you directly via email, text and telephone call regarding the outstanding debt you have on your ParentPay account. In some cases, this is in excess of £50. We have waited until today due to childcare vouchers being paid in for Robins Link Club and pay days in the hope that those we have contacted have placed their account in credit.

We will look at everyone's account on Wednesday before contacting parents with outstanding debts directly by the end of the week.

Going forwards, the governors have met to discuss the financial control of Robins, snack and lunchtime debts. From now on, you will be alerted via email and text as soon as your account has gone into debt so you can top it up and stay in credit.

If your current debt is for Robins, this needs to be cleared immediately as we may have a waiting list for the days your child(ren) attend the provision. Going forwards, unfortunately failure to maintain your account in credit on a regular basis may result in your child's place in Newchurch Robins being offered to children on the waiting list.

If you are in a situation whereby you are unable to clear the debt, or find yourself in financial difficulty, please contact school to make an appointment with me to discuss how the school can support you. It



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may be worth checking your eligibility for free school meals using the following link:
<https://www.gov.uk/apply-free-school-meals> Any discussion will be held in the strictest of confidence.

Kindest regards,

Jayne Narraway

Headteacher

