College Road
Primary School

Debt Policy

This policy has been written to help College Road Primary School adopt a consistent approach to parents/carers debt for school money. It provides clarity and consistency in managing debt and will also help parents/carers clearly understand what is expected of them.

A child will not be refused a meal in school if dinner money has not been paid, however the school meals service is provided by CaterED and must be paid for if a child does not receive universal infant or free school meals. If parents believe that their children may qualify for a free school meal they should contact the office for an application form.

School money is collected through www.eduspot.co.uk as College Road is a cashless school. The office can advise on log in details. Text message prompts will be sent reminding parents/carers of any outstanding balances. Reminder emails will be sent out weekly by the Admin staff. If debt exceeds £50 a letter will be sent home, when debt continues an offer of payment advice and support is given by the parent support worker. Debt which exceeds £75 and continues to increase will be referred to the Plymouth City Council debt collection department and further action will be taken. If the debt is not cleared, parents/carers will be asked to send their child to school with a packed lunch.

Parents/carers are encouraged to contribute towards school trips to enable them to take place; trips are highly subsidised by the school. We hope that by implementing this debt policy we are able to help parents manage school money better and at the same time ensure that the money intended for children's learning is readily available.

October 2025