

The Federation of Heavers Farm and Selsdon Primary Schools Write-off, Debt Policy and Disposal Statement

October 2018

EQUIPMENT REGISTER AND WRITE-OFFS

All items of IT equipment purchased by the school or parent's association costing over £500 must be entered in a log, maintained on the computer system with a hard copy available for inspection.

A record should be kept of the following:

- Financial year in which the item was bought
- Date the item was purchased
- Item description
- Warranty details
- Purchase price
- Serial number
- Location of item
- Asset tag number

When an item of property is to be disposed of, the following record must be kept:

- Date item written off
- Technical reason for write off
- Executive Headteacher's signature
- Date write off authorised by governors

A copy of the write-off log must be backed up regularly and saved in a secure location.

DEBT POLICY

We have a strict no debt policy at each of our schools.

SCHOOL MEALS

If parents/carers believe that their children may qualify for entitlement to Free School Meals please contact the school office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application. Evidence requested must be provided on time. Free meal entitlement will only apply from the date the school receives the evidence. It cannot be backdated.

Parents and carers must pay in advance for the school lunch using any of the methods of payment outlined below:

- Credit/Debit Cards Online using ParentPay
- PayPoint Cards (Ask in the office about PayPoint payments)

Children will not be provided with a school lunch unless it is paid for in advance, unless the child is entitled to free school meals. If a parent or carer genuinely forgets to pay in advance, the school may grant a debt allowance of 1 meal. However, this debt must be paid by the next day and future meals must be paid for in advance before any more meals are provided. If the debt is not cleared parents must provide a packed lunch. When a debt payment is not received nor a packed lunch provided, the school office will contact the parent or carer to ask them to pay online immediately. In this situation, the child will be offered fruit and milk in lieu of a meal that day.

If there are any debts on any of the child's ParentPay items, a meal will not be provided until these debts are cleared, with the exception of children eligible for Free School Meals.

SCHOOL CLUBS AND FULL TIME NURSERY FEES

Payment for all clubs and Nursery fees should be made in advance, by paying on ParentPay and allocating the funds to the relevant payment item.

Children will not be allowed to attend any clubs or attend Nursery, if there are any debts on any of the child's ParentPay items. Their places will be temporarily suspended.

If the debt is not cleared in a timely manner, the place in the club or full time Nursery may be withdrawn.

LATE FEES

Children collected later than 15 minutes after the end of the school day, or any activity clubs, will be charged for an emergency after school club place at a cost of £20.00 per day. This charge will be added to the child's ParentPay account. If there is no space in the after-school club and the child has to sit in the office, the charge will still be made.

Activity club places will be suspended or withdrawn following persistent late collection

Children collected **after 6.00pm** from our after-school club will be charged a late fee of £1 per minute, per child. This charge will be added to the child's ParentPay account.

These charges will not be made on the first occasion that a parent is late to pick up their child(ren).

LONG TERM DEBTS

Where it is not possible to recover the amount owed, the Executive Headteacher has the authority to write-off items of less than £1,000.

For amounts in excess of £1,000, the Resources Committee (on behalf of the Full Governing Body) will consider what action to take.

PARENTPAY ACCOUNTS

We understand that on occasion a parent/carer may have funds on one account in their ParentPay account but be in debt in another. For example, those parents/carers who fund clubs with Childcare Vouchers may be in credit for club provision but still owe money for school meals. The school does not have the authority to move parent/carers' funds from account to account, therefore it is the parent/carer's responsibility to ensure that all accounts are in credit. In exceptional circumstances, school will transfer money between items, however, the parent must request this in writing.

DISPOSAL STATEMENT

This statement is prepared as guidance for the disposal of equipment/furniture/materials for our schools.

It is inevitable that within the school environment some resources will become obsolete/no longer relevant to the curriculum. Other resources may break and be uneconomical to repair. This statement seeks to give parameters for the disposal of resources in this case. Equipment whose original purchase was under £250 may be disposed of without reference to this statement's reporting element. Its guidance however should where practical be followed.

Disposal of equipment should be considered in the following cases:

- If a replacement for the same value or less would provide enhanced technical benefits or new technology has requirements which render the equipment obsolete.
- Within school if equipment is 3 years old or the cost of repair is greater than 1/3 of its original purchase price, disposal and subsequent replacement should be considered. If financial resources are not available to fund the replacement cost a repair should be undertaken.
- On disposal, serial numbers/model numbers (if IT equipment) should be reported to the Senior IT Manager so that the Asset Register can be updated.
- IT and electrical equipment should only be offered to a third party (staff, parents/carers and pupils) if the equipment has had a portable appliance test within the past year.
- Local guidance should be followed for the safe, appropriate chosen method of disposal (computer or otherwise). Any items written off should be disposed of in accordance with EU, Government and LA guidelines.
- All computer hard drives and USB drives must be cleared of Council and School data and signed off to this effect by the Senior IT Manager prior to disposal.
- A suitable registered company may be employed to dispose of IT equipment if CREDIT is unable to assist.
- Schemes to recycle IT to users in the UK or in other countries should be considered.
- Where obsolete equipment/resource is being disposed of an attempt should be made to realise some value from its disposal. Electrical equipment should have had a portable appliance test within the past year.
- Obsolete resources may be offered to staff at current market value, following agreement by the Executive Headteacher. In all instances the data clean and disposal of equipment must be signed off prior to staff taking equipment off site as part of the asset register.
- Any equipment/resource, in the view of the school management, not covered by the above statement should be reported directly to the Headteacher before being

disposed of.

- Any items allocated to staff for use during the course of their job (i.e. mobile phones, laptops etc) must be logged in a Loan of Equipment form which should be signed by the Executive Headteacher and filed appropriately. All staff must be aware of insurance cover limitations.

Appendix 1
Disposal of Equipment
Heavers Farm and Selsdon Primary Schools – Data Clean

Name:

Date:

Item Description:

Make:

Model:

I confirm that the above item has been cleared of any Croydon Council Data and School Data prior to passing to the 3rd party listed below

3rd Party Name

Data cleanse completed

By:

Date:

Appendix 2

Disposal of Equipment to school staff, parents, carers or pupils

Item Description

Serial Number

Make

Model

Staff/Parent/Carer Details:

I confirm that I have checked the item above and accept item 'as seen'

Name

Date

Comments/Notes

Authorisation from Heavers Farm and Selsdon Primary Schools

Executive Headteacher

Date

Reason for Disposal