Excellence, Aspiration and Care in Partnership

Prepayment Policy

September 2026

Osidge School

A member of Ashmole Trust

Prepayment (No Debt) Policy

Osidge School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and ensures that no child is discriminated against by the offering of school trips, activities and educational extras.

However, for chargeable services, increasing amounts of time and resources are spent on managing debts owed to the school.

Therefore, from September 2017, Osidge School will adopt a NO DEBT policy for all services requested by parents where all services must be booked and paid for in advance. Chargeable services include, school meals, and After School and Breakfast clubs.

Within this policy, the use of the term "parent" shall relate equally to parents, guardians and carers.

Osidge School adheres to all legal requirements regarding charging for services and complies with all statutory guidance provided by the DfE.

To support this, parents are required to book services, as follows:

School Meals

School Meals are to be booked **half termly in advance**.
If parents require a school meal that has not been booked, or where meals are not paid for in advance, parents must contact the school office. In cases of emergency the school will always provide a school meal for a child.

After School and Breakfast Clubs

Parents must book club sessions **in advance** using the online payment system **SCOpay**. This can only be done at least two days in advance of the booking and the account must be in credit. For example, if a parent would like to make a change for Monday, the change must be made on Saturday.

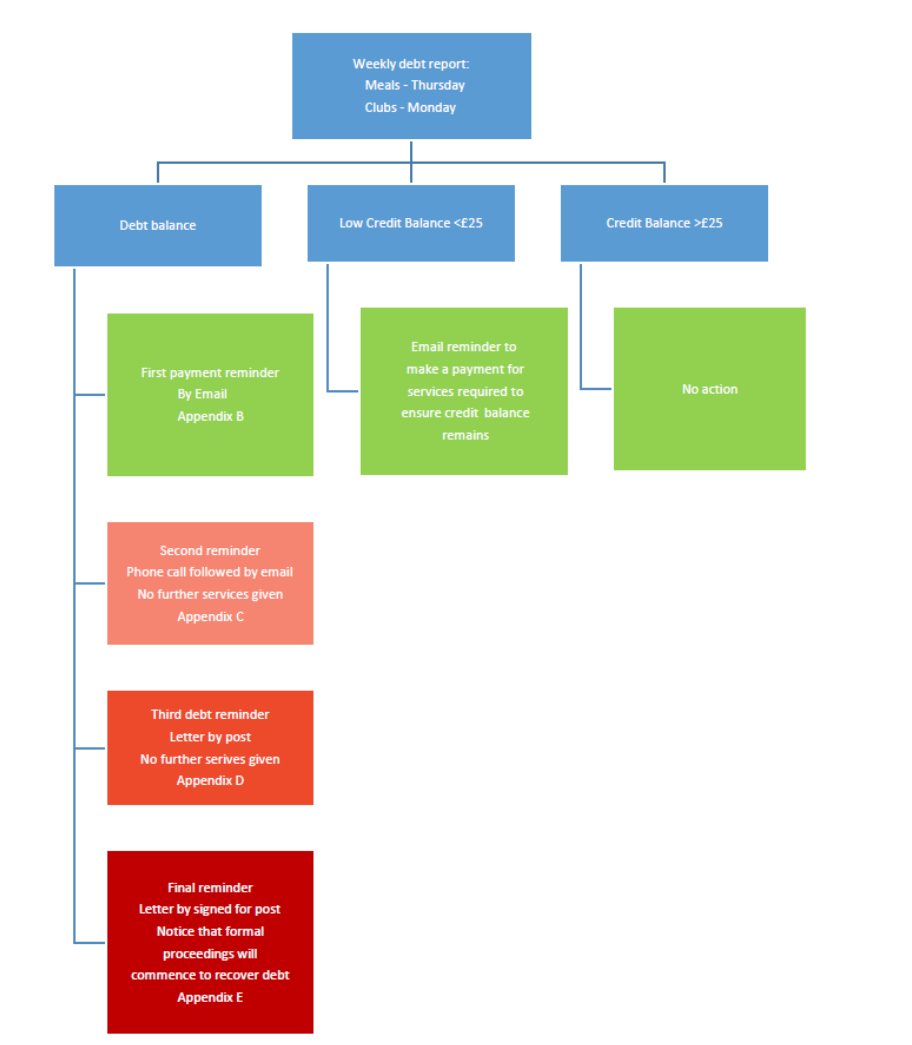
From September 2017, the following protocol will apply:

A weekly debt report will be produced, for school meals and for After School and Breakfast clubs.

Account balances will be categorised as follows:

1. Account in debt
2. Low credit balance – less than £25
3. Account in credit – more than £25

The flowchart below summaries the actions in each case. After the initial action, the subsequent actions will take place at weekly intervals.



If the final reminder has been issued and the debt is still outstanding, the Debt Recovery Policy must be referred to.