



Summerseat Methodist Primary School

Procedure for Returned Cheques

Returned Cheques

The school is obliged to take remedial action when it is presented with a returned cheque.

Returned cheques which are presented for school dinners or Out of Hours Club do not incur a charge.

Returned cheques which are presented for the school fund incur a charge.

However, all returned cheques impact on our administrative staff's time.

Procedure to deal with returned cheques

A log will be made of all returned cheques (see Appendix 1).

Once we are informed of a returned cheque, one of our administrative staff will contact the parent/carer and request that the amount to be paid by cash.

When payment is received, this will be included on the log.

If the returned cheque incurs a bank charge, the parent/carer who originated the cheque will be expected to reimburse the school for this charge.

If a parent/carer is included on the log for a second time during the same term, a letter will be sent to them informing them that future payments must be made in cash (see Appendix 2).

A copy of this letter will be kept on file with the log.

Monitoring and Review

Parents/carers will be made aware of this policy at the beginning of each term through the weekly newsletter.

The head teacher will monitor the impact of this policy on a termly basis.

The policy will be reviewed by the governing body as necessary.

Appendix 2
Letter to Parents

Dear,

It has been brought to my attention that on two separate occasions this term, cheques that you have written to the school have been returned to us unpaid.

Returned cheques greatly impact on our administrative staff's time and may incur a direct cost to the school.

I therefore insist that all your future payments to the school are made in cash.

I thank you for your support in this matter.

Yours sincerely,

Mr D W Griffith
Head Teacher