

POLICY: SCHOOL DEBT POLICY

PERSON RESPONSIBLE: I BRIERLY

MONITORING: GOVERNORS

DATE: May 2018

REVIEW DATE: May 2019

Approved by governors on 9th May 2018

RATIONALE

The schools governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

PURPOSE

- To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;
- To protect the delegated school budget;
- To apply this policy consistently to ensure debt is dealt with in a timely manner;
- To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

CONCLUSION

Observation of working practice will ensure that the school receives all necessary payments entitled to be received.

WORKING PRACTICE: SCHOOL DEBT POLICY

PERSON RESPONSIBLE: I BRIERLY

MONITORING: GOVERNORS

DATE: May 2018

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The debt recovery process

The school has its own procedures in place which are used to collect income as included in the policy. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/ business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

Dinner Money – 'Cashless' Catering

Payment for schools meals should be made in advance via Parent Pay. The school office will reconcile this monthly and parent/carer will be sent a notice requesting immediate payment for outstanding balances.

If payment is still not received within 5 school days then the parent/carer will be informed that the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following policy regarding unpaid meals:

- Payments for meals have to be made in advance
- A meal will be served irrespective of whether the parent has paid, until the arrears reach £4.40, meals after which point no further meals will be served

Educational Visits

The parents/carers are informed of educational visits and notified of the cost in advance. For a residential trip they are also given the opportunity to pay in instalments. To secure a place on the residential a non-refundable deposit is required. The payment for educational visits can be made by cash, cheque or via parent pay. Payment must be made in full before the departure date or the child will not be allowed to attend.

Remissions

In some cases governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of the visits.

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the lettings policy. Invoices will be issues and non-payment

of this will be followed by Council's debt recovery procedure as stated above. The school reserves the right to review further lettings in such instances.

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.

Approved by Governors on _____

Due for review on _____