



Waterhouses CE (VC)
Primary School

Debt Recovery Policy

Committee	Finance and Personnel
Date Approved by Governing Body	14 th October 2015
Last Review Date by Committee	25 th September 2015
Next Review Date by Committee	September 2016

Introduction

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.

Aims and Objectives

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.

The debt recovery process

Waterhouses CE (VC) Primary School has their own procedures in place which are used to collect income. 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

Payment for schools meals should be paid in advance and clearly marked in a sealed envelope with the child's name, class and amount and given in at the school office or payment made via School Money/BACS/Vouchers.

The school office will reconcile each week the payments received to the meals ordered and any discrepancy will in the first instance result in a phone call, written reminder or text to the parent/carer to request payment.

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 Support Services.

Governors have decided on the following policy regarding unpaid meals:

- A basic meal (sandwich only) will be provided to pupils where the parent has not paid
- A meal will be served until the arrears reach 10 meals after which point the County Council Support Services will be informed.

Extended school activities

Breakfast and After School Club

Payment for extended school activities should be made in advance and clearly marked in a sealed envelope with the name of the child, amount and day/s that the care is required. (Please see separate Breakfast and After School Club policy)

Nursery Wrap Around Care

Accounts are reviewed on a weekly basis and statements will be sent out to parents/carers every half term. If in the event that payment has not been made then at the end of the week parents/carers will be approached requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and if no payment is received, the debt will be referred onto the County Council for recovery.

Music tuition

Music lessons are currently provided by a private provider at a charge to the parent/carer of a child. Parents/carers are informed in advance of the cost and have a commitment to pay at the end of each half term regardless of whether the child continues with the lessons. The provider manages any debt incurred.

Board and lodging on residential visits

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given to opportunity to pay in instalments should they wish.

If payment is not made in full before the departure date, the child may be prevented from attending.

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; extended school activities, music tuition or residential visits. This is included within the Charging and Remissions Policy (reviewed annually).

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the Charges and Remissions Policy.

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void and the client will be refused future hires

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.