



**St Nicholas**  
C of E Primary School

# **Debt Recovery Policy**



### **Introduction:**

The school's Senior Leadership and Governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. St Nicholas C of E Primary School will therefore take all reasonable measures to collect any monies owing to it as part of the management of public funds. It is acknowledged that collecting payment from parents or carers is a sensitive area; we deal with issues of debt collection with sensitivity and confidentiality at all times.

### **Aims and Objectives:**

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the [Schemes for Financing Schools](#) and any other legal requirements. The aims of which are:

- To make sure there are sound and proper financial and accounting procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect and give clear guidance to school governors and the head teacher who are accountable for the financial management for the school

### **Procedures:**

The following procedure will be employed for all outstanding debts (of 14 days or longer):

- Stage 1: A reminder (e.g. dinner money statement);
- Stage 2: If the debt is still outstanding after 28 days, a formal letter (sent via pupil bookbag or post)
- Stage 3: A second formal letter (by post)
- Stage 4: Where the debt is not cleared, Legal Services will begin the recovery process.

When all practical and cost effective procedures have been exhausted by Legal Services, the Chair of the Finance committee will notify the Governing Body of the amount of the debt that is considered to be irrecoverable and consider if this debt should be written off. Writing off a debt will lead to an additional unbudgeted cost on the school's account.

The Governing Body must:

- approve the writing off of any debt in relation to the school budget;
- take into account their review of the age and size of the debt together with the advice from Legal Services.

### **Dinner Money:**

Payment for school meals should be made in advance. At St Nicholas C of E School, parents are encouraged to pay half-termly or termly in advance. Payments are recorded and reconciled by the administrative staff. If the level of debt is in excess of £22 then a letter will be sent advising parents that their child will no longer be entitled to a school meal and that parents are required to send their child with a packed lunch.

Every effort will be made by the school to make personal contact with the parent(s)/carer(s) to ascertain whether financial difficulties are present and then advise accordingly. All reminders (copies of emails, letters, record of verbal reminders) will be kept on file.

**Photographs:**

School photographs are a source of funding for the school. Parents pay the photography company directly for photograph orders. The school earns commission on all photograph sales. This commission forms part of the school's budget and contributes towards the cost of pupil based activities.

**Residential Trips:**

All children in KS2 have the option to attend a residential trip in each phase. Parents are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Payment must be received in full by the date specified, at least 5-10 working days before the departure date.

**After School Clubs:**

All children in KS1 and KS2 have the opportunity to attend after school clubs. Most of these clubs are provided by approved third parties, who require payment in advance of allocating places. Parents are notified of the opportunity for their child to join a club at the beginning of each term, as well as the cost, dates and times of the clubs.

**Lettings:**

Contracts for lettings of the school premises (including the swimming pool) will be drawn up as necessary between the school and the applicant. Charges will reflect the school's costs for energy, water, lighting and opening up and closing of the school. Please see the school's *Lettings Policy* for further information.

**Implementation, Monitoring and Review of Outstanding Debts to the School:**

Day-to-day implementation of the procedures is carried out by the School Business Manager and Headteacher. The School Business Manager will present a report to the Governors of any outstanding debts and explain the procedures followed to date.

Signed: \_\_\_\_\_  
Adam Walsh, Executive Headteacher

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Sue Heap, Chair of Governors

Dated: \_\_\_\_\_

*The School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.*