

Debt Recovery Policy

1. The Governing Body has the responsibility for ensuring that appropriate procedures are in operation to enable to the School to receive all income to which it is entitled and actively pursue the collection of monies owed to it.
2. The Finance Officer is required to ensure that:
 - all invoices outstanding are accurately recorded and maintained.
 - There is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed and/or phone calls and letters that have been sent to debtors.
 - For all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state "further action will be taken if this account remains outstanding after a period of 30 days."
3. The Governing Body must:
 - consider the arrangements for debt recovery
 - recommend the maximum level of debt which any family would be able to incur.
 - Approve the school undertaking legal action.
 - Include in the minutes of the Governing Body their approval to pursue any outstanding debt.
 - Ensure the anonymity of the families involved is preserved at all times.

4. Pursuance of Debt

The School should:

- not pass onto the debtor any cost incurred in pursuing the outstanding debt
- give the debtor inappropriate notification and time to pay the outstanding charge
- send the debtor a minimum a final statement, which states that this is the final notice and that further action will be taken.

5. Waiving of Debt

The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship.

A debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegate. A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted and where it is not cost effective to pursue the debt through legal action.

6. Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and the Headteacher.

Dinner Money

We request that dinner money is paid in advance every Monday morning. Money envelopes are available from the school office to assist with regular payments. The rate per meal may change annually and is at the discretion of the school. Any changes will be implemented at the start of a new financial year (April) and parent/carers will be notified in advance.

In summary, below are the procedures that will be followed for any non payment of funds due:

- 1 You will receive a letter detailing monies owed
- 2 If still no payment you will receive a telephone call requesting outstanding funds
- 3 You will be requested to come in and discuss the outstanding monies
- 4 Should no response or no understanding of lack of payment be forthcoming we will write again notifying you that you have 14 days in which to settle all outstanding debts
- 5 Finally any outstanding debts will be sent out to external agency for recovery.

Below is the schedule for outstanding monies in more detail:

WEEK 1 *This schedule begins from the day your child starts having school dinners.*

Monday	Dinner Money due in
Wednesday	A letter will be sent home asking for any amount that is already owed plus the current week's money – this will need to be paid immediately.
Friday	A telephone call is made requesting payment. At this stage you will also be notified that if no payment received this will be followed up with a further letter. You may also receive a text message informing you of money owed.

WEEK 2

Wednesday	If you have not responded to the first letter or telephone call either by payment or contacting the office to arrange payment, you will be sent a second letter requesting payment and advising that if the outstanding money is not paid immediately that school dinners will be withdrawn.
Friday	If outstanding money is still not received you will be contacted by the school office informing you of school dinners being withdrawn until debt is paid. Where we are unable to speak to you we will leave a message on an answerphone if this facility is available on your contact numbers. You will also be advised that if no payment is received by the end of this school day that school dinners will be withdrawn on the following Monday and therefore a packed lunch from home will need to be provided, as a school meal will NOT be given.

If the above continuously occurs with a late payment just before dinners are withdrawn, the school will consider withdrawing school dinners earlier than detailed above. This will allow you to pay any outstanding money while not incurring more debt.

The above procedures take a lot of administrative time to carry out. Money owed by non payment of school dinner money has a huge impact on the school and we urge parent/carers to ensure they pay for school dinners in advance EVERY Monday morning. Any unpaid debts which the school is unable to re-claim will be passed on to a relevant external agency for recovery.

If school dinners are withdrawn, any outstanding money will still need to be paid. As soon as payment is made, school dinners can be arranged once again.

School Trips

As part of the curriculum and enhanced learning we aim for all children to go on at least 2 class trips and 1 whole school trips during an academic year. Where possible we always strive to obtain discounted prices. If you have paid towards your School Redevelopment Fund, we will be able to offer you the discounted price, if you have not contributed, we may charge you the full price. Notice of trips that require payment are given as much in advance as possible. Costs will include such things as; entrance, coach or other means of travel and insurance. A date will be given for the latest any payment may be made. As the date for a trip approaches, if payment has not been received you may be reminded by the class teacher that you still need to pay and/or a reminder letter will be sent home. Non payments will severely impact on the trip; which could result in the trip being cancelled.

Extended School Services

We request that money for Breakfast Club and Tea Time Club is paid in advance every Monday morning. Money envelopes are available from the school office to assist with regular payments. The rate for these extended services may change annually and is at the discretion of the school. Any changes will be implemented at the start of a new financial year (April) and parent/carers will be notified in advance. Please also note that if fees are in arrears, this could jeopardise your child's place at either club.

Other Payments

From time to time during the academic year, either a class or the whole school will be taking part in specific activities such as; Art Week, Book Week, Dance Festival, food tasting etc. and we may send letters home asking for a nominal amount towards these activities. Request for contributions towards these activities; if not received may result in the activities being cancelled.

Date: December 2010