



# Hadley Wood Primary School Debt Recovery Policy

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| <b>Date the policy came into effect</b>               | <b>July 2020</b>                    |
| <b>Date of the next policy review</b>                 | <b>July 2022</b>                    |
| <b>Name of the person responsible for this policy</b> | <b>Fran Worby</b>                   |
| <b>Issued to</b>                                      | <b>Staff, governors and parents</b> |
| <b>Date of issue</b>                                  | <b>July 2020</b>                    |

## Debt Recovery Policy

*Parents are expected to remember that any debt to the school will impact the school's budget by reducing the amount of money that we are able to spend on the children's education.*

1. The School will actively pursue the collection of monies owed to it. If the student is not an adult, the parents or guardian of the student are jointly and severally liable for the charge.
2. The Office Manager and Administrative Assistant are 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 conversations in person, 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 no less than 10 days."
  - Where monies are collected through parent pay, eg school dinners or breakfast club, the parent will be contacted as soon as their account runs out of funds.
3. After a 14 day period 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 Governing body reserve the right to pass on any costs incurred in pursuing the outstanding debt
  - The school should give the debtor appropriate notification and time to pay the outstanding charge, not exceeding a period of 30 days.
  - The school should send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.
5. Waiving of Debt (Please also see Pupil Premium Policy)
  - 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, as per the scheme of delegation.
  - 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.
  - 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.
6. Expiry of free school meals entitlement
  - Upon expiring of the free school meals entitlement, the parents are responsible for the cost of school meals until such time as free school meals entitlement is renewed.

This entitlement cannot be back dated. After expiring the procedures set out in the debt recovery policy will apply.

Review date: September 2022