

St. Michael at Bowes  
Church of England  
Junior School



*Debt Policy*

*Date: April 2021*

## **ST MICHAEL AT BOWES JUNIOR SCHOOL**

### **DEBT RECOVERY POLICY**

The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable the School to receive all income to which it is entitled.

A debt recovery policy has been developed to support the School's Financial Regulations and is stated below.

#### **Policy Statement on Debt Recovery**

The School will actively pursue the collection of monies owed to it.

If the student is not an adult, the parents of the students are jointly and severally liable for the charge.

The Office Manager is required to ensure that all invoices outstanding are accurately recorded and maintained.

The Office Manager must document all 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) must be 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 14 days"

The Governing Body must discuss the various debt recovery options.

The Governing Body must approve the school undertaking legal action. The approval to pursue the debt must be minuted in the Governing Body minutes. The anonymity of the families involved must be preserved at all times.

The costs incurred in pursuing the outstanding charges cannot be passed onto the debtor.

The debtor must be given appropriate notification and time to pay the outstanding charge. The debtor must receive as a minimum a final statement, which states that this is the final notice and that further action will be taken.

The Headteacher can waive or reduce the Charge, where they believe the debtor is experiencing financial hardship.

The waiving or reduction of the Charge is to be dealt with confidentially between the debtor and the Headteacher.

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.

## **ST MICHAEL AT BOWES JUNIOR SCHOOL**

### **LUNCHTIME MEALS – FAILURE TO PAY**

#### **Procedures**

- Payments are monitored weekly by Office Assistants.
- If payment for school meals is overdue, the Office Assistants should send a letter of reminder to the family.
- If a family consistently fails to pay for school meals, i.e. 2 weeks, the matter should be referred to the Headteacher/Office Manager who will meet with the parents/carers to agree a way forward.
- Possible causes of action to be agreed with parents/carers:
  - a. Payment by instalments to recover the debt;
  - b. Child to have packed lunch from home.