



Eversley Primary School Debt Recovery Policy

1. The school will actively pursue the collection of monies owed to it.
As the student is not an adult, the parents of the student are jointly and severally liable for the charge.

2. The School Business Manager and Finance 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 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 7 days.

3. The Governing Body must:
 - Consider the arrangements for debt recovery
 - Recommend the maximum level 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
 - As far as they are able, to ensure the anonymity of the families involved is preserved at all times

4. Pursuance of debt
The school will:
 - Not pass onto the debtor any costs incurred in pursuing the outstanding debt
 - Give the debtor an appropriate notification and time to pay the outstanding charge
 - 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
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

Reviewed May 2018

Review May 2019