



## **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 Office & Finance 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.
  - The Office & Finance Manager will report outstanding debt to the Head teacher and Governing body every month/quarter to determine whether level of debt is acceptable and whether action to recover debt is effective.
3. 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.
  - The maximum level of debt a child can occur is £12.50. Once this level has been reached, the school will not provide any further school lunches and the parent will be asked to provide a packed lunch until the debt has been cleared.
  - The maximum level of debt for a member of staff is £10.00
  - Once a dinner money debt has reached the value of -£5.00, the school will send out payment reminders. These payment reminders will be sent reminders via ParentMail, ParentPay, direct emails and telephone calls.
  - Send the debtor, as a minimum, a final statement, which states that this is the final notice and that further action will be taken
4. School Trips
  - The school may charge for school-time activities/trips by inviting parents and others to make voluntary contributions to enable School funds to go further. Children of parents who do not contribute will not be treated differently from those who contribute.

- The school have the right to cancel an activity if there are insufficient voluntary contributions to make the activity possible.
- If your child is unable to attend the trip due to illness or unavoidable, emergency reasons and if the venue/transport company is able to refund the cost of the non-redeemed place, the school will refund the cost to you. All refund requests must be made in writing or via email to the school office.
- There may be a non-refundable deposit/administrative charge made on residential trips.

5. 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

6. 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.

7. 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 April 2019

Review April 2021