



---

# SCHOOL POLICY

---

## Debt Recover Policy



Policy Revision Date	10 <sup>th</sup> June, 2019
Review Frequency	Annual
Role / Author	SBM/Debbie Guy
Governing Body Committee/HT	HT
Date of GB Meeting/HT review for approval	10 <sup>th</sup> June, 2019
Due with Clerk to Governors (where applicable)	Not applicable
Governing Body/HT Approval Date	10 <sup>th</sup> June, 2019
Status (draft / approved)	Approved
Date Policy Due for next review:	10 <sup>th</sup> June, 2020

Note:

*Please ensure tracked changes are used to highlight changes from the last approved version. The document status should be 'Draft'.*

*Once the changes have been approved by the Governing Body, the tracked changes can be accepted and the document status changed to 'Approved'.*

**Elson Junior School**  
**Debt Recovery Policy**



**Policy Review**

The following list must be completed prior to submission to the relevant Governing Body meeting/HT for approval.

Links with other Policies	
Model or Locally Produced	
Are changes to model policy or previous policy clearly identified (e.g. track changes)	
In the view of the HT is the policy related to High, Medium or Low Risk activity to the school	
What are the likely consequences to school of non-compliance	
Are the governors/SLT accountabilities clearly identified	
Are other accountabilities clearly identified	
Are there any particular issues/risks associated with implementation/operation of policy	
How will policy effectiveness be evaluated	
How will HT report to governors on effectiveness and when	
When will the policy next be due for renewal (for statutory compliance)	
Does the policy impact on available resources	

**Elson Junior School**  
**Debt Recovery Policy**



## 1. Introduction

The Governing Body has a responsibility for ensuring that appropriate procedures are in place to enable the school to receive all income to which it is entitled. For this reason, it is important that the school have a policy for dealing with debts, which is approved by the Governing Body.

Parents will be made aware of this policy and the school's procedures by being sent a letter as shown in Appendix 1, and this policy and information will be published on the school website.

## 2. Principles

1. The School will actively pursue debtors, including parents/carers for the collection of monies owed to it.
2. The Office Team will ensure that:
  - There is documentary evidence of all steps undertaken by the school to recover the debt and this includes recording the dates that letters and statements were sent, and/or phone calls that have been made to debtors in the Debt Register
  - For all outstanding debts, a statement will be issued to the person(s) liable for the debt.
  - Each case involving a family will be judged on the family's individual circumstances and the amount outstanding as to the length of time before legal action is started
  - Staff will exercise strict confidentiality at all times.
3. The Governing Body:
  - Must consider the arrangements for debt recovery
  - Must approve the school undertaking legal action in any particular case
  - Must include in the minutes of its meeting and a record of its decision, its approval to pursue any outstanding debt
  - Will exercise strict confidentiality at all times.
  - May delegate its responsibilities under this policy to the Chair of the Resources Committee.
4. Pursuance of Debt:

In the pursuance of debt, the school should:

  - Give the debtor appropriate notification and time to pay the outstanding charge
  - Send the debtor a final notice, including a final statement, by recorded delivery, which states that further action will be taken.
5. Waiving the Debt:

A recommendation to write off or waive a debt can be made by the Headteacher when either:

  - a) All reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action; or
  - b) It is believed the debtor is experiencing financial hardship
6. Authorisation limits:
  - A debt under £100 may be written off or waived by the Headteacher
  - A debt over £100, but less than £500 may be written off or waived by resolution of the Resources Committee on the recommendation of the Headteacher.

**Elson Junior School**  
**Debt Recovery Policy**



Approved by Governors (signature)	Resources Committee, 17 <sup>th</sup> June 2019  _____ signed by Chair of Governors  Date for next Review: June 2022
Key Policy Developer:	Debbie Guy, School Business Manager
Date Added to Website:	8 <sup>th</sup> October 2019
Date Letter sent to Parents:	

**Elson Junior School**  
**Debt Recovery Policy**



**APPENDIX 1**  
**LETTER TO PARENTS**

**Dear Parents/Carers,**

**School Meals Debt Policy for Parents**

The Governing Body of Elson Junior School has adopted a **NO DEBT** policy relating to the provision of school meals. This means that all money must be **PAID IN ADVANCE**.

If debts are incurred, then the school will need to consider how the debt can be managed which may mean money which should be spent on children's education is used to pay for debts incurred by parents/carers. I hope you will agree that this is unacceptable and we request that all parents/carers give this policy their full support.

Parents/carers must pay in advance for school meals. Payments can be made in either person, or online using the school's payment system. Please contact the school office if you would like to register for online payments.

If parents/carers believe their children may be entitled to free school meals please contact the school office for further information and help. The allowance for free school meals is a statutory entitlement and should be claimed if your child qualifies. In order to qualify, you will be required to provide evidence of entitlement. Free school meal entitlement will only apply from the date the evidence has been received by the school office; it cannot be backdated.

Children will only be entitled to a school lunch that has been paid for in advance (or the child is entitled to a free school meal), unless the school has been informed of exceptional circumstances and has agreed that this requirement may be waived.

If there are insufficient funds on your child's account to pay for a school meal, then parents/carers are required to provide a packed lunch for their child. If a packed lunch has not been provided, the school will contact the parent to ask them what arrangements they have made to provide their child with lunch.

If payment of the debt is not received by the 10<sup>th</sup> working day after a final statement has been sent by recorded delivery to the parent/carer the school reserves the right to begin debt management proceedings against them to recover the debt.

We hope by implementing this debt policy we are ensuring that all money available for children's learning is spent on precisely that.

If you have any concerns please do not hesitate to contact me.

Yours faithfully,

Mrs P Shaw  
Headteacher