

The Croft Primary School Debt Recovery Policy

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

Principles

- The school will actively pursue debtors, including parents/carers for the collection of monies owed to it.
- The Headteacher and Office manager will ensure that:
 - All letters requesting monies outstanding are accurately recorded and maintained
 - There is documentary evidence of all the steps undertaken by the school to recover the debt
 - Each case involving a family will be judged on the family's individual circumstances and the amount outstanding
 - The identity of a family is only disclosed to those who need to know under this policy

Pursuance of Debt

The school will:

- Give the debtor appropriate notification and time to pay the outstanding monies by sending statements, reminders and requests to contact the school to discuss payments
- Send the debtor a final statement which states that this is the final notice and that further action will be taken

- Consult with Governors on the best action to take - this may be the withdrawal of services such as the Out of Hours Club
- Make every attempt to contact the debtor by telephone, text, email or registered post as appropriate

Waiving of debt

A debt may be written off or waived by resolution of the Governing Body on the recommendation of the Headteacher

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

- 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
- It is believed the debtor is experiencing financial hardship

Where a debtor requests permission to settle the debt by instalments they must sign an agreement stating settlement terms that have been mutually agreed.

Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headteacher may consider the withdrawal of the use of facilities/services or request payment in advance.

Adopted by Governors: March 2018

Review: March 2018

