



Recovery of Debt Policy

Policy approved: November 2023

Policy reviewed: November 2025

School Vision, Values and Aims

Our school vision, values and aims are rooted in the Church of England's Vision for Education; *Deeply Christian, Serving the Common Good* and the biblical teaching of;

"Love the Lord your God with all your heart, and with all your soul, and with all your mind and with all your strength; and love your neighbour as yourself" (Mark 12.30,31).

Vision

Open Hearts, Open Minds, Open Doors

Values

Respect	Luke 10:25-37	The Good Samaritan
Responsibility	Luke 15:11-32	The Prodigal Son
Compassion	Luke 19, 1-10	Zacchaeus the tax collector
Perseverance	Luke 5:17-26	A man is helped by friends to see Jesus

Aims

Our principle aim - For all to know that they are welcome

To show kindness and forgiveness

To listen to one another

To seek enjoyment in our work

To show patience with one another

To show love towards one another

To show courage in our work

To keep the children at the heart of our decisions

To embrace innovation and change

To trust one another

To inspire one another

To celebrate the dignity and worth of each individual

To begin each new day positively

To reach out to one another

To have confidence

To encourage one another

To support and challenge one another

To believe in one another

Purpose

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

This policy sets out procedures for debt recovery and for the write-off of any debt, which is deemed to be irrecoverable.

Management

Parents experiencing financial difficulties in relation to school payments are advised to inform the Head Teacher as soon as possible. The Head Teacher may be able to advise on bursaries for additionally charged provisions that are available to support children whose families are experiencing financial hardship.

Parents are politely asked not to opt for additionally charged provisions if they are unable or unwilling to pay for them. The Governing Body reserve the right to withdraw a child from a provision if payments are not forthcoming.

Voluntary Contributions

Voluntary contributions may be requested from parents for items such as transport to/from activities, educational visits etc. It should be noted that such activities can only proceed with sufficient financial support from parents. Parents are asked if they do/do not wish to make a voluntary contribution in order that the school can ascertain the financial feasibility of the school visit. The school will endeavour to request that voluntary contributions are paid two weeks before the activity/ provision. If a parent agrees to pay the voluntary contribution, a polite reminder may be sent if payment isn't made before the date of the school visit.

The Head Teacher will carry out a review of contributions made and refused prior to each activity. The Head Teacher will need to review the funds available in the school's funds in order to determine whether to subsidise the activity. Should insufficient funds be contributed or be available, the Head Teacher may choose to cancel the activity.

Each term the Head Teacher will report to governors on the amount of debt accrued and paid through the School's funds. The governing body may reflect on the provision of future activities and on the necessity of fundraising to cover the cost of these activities.

Additionally Charged Provisions

Parents may choose to receive optional supplies or services provided through the school, for example; residential trips, music tuition, extra-curricular activities/ after schools clubs and uniform. These optional extras require payment in advance.

Procedures for recovery of outstanding debts are as follows:

1. A request for payment is placed on a Parent's ParentPay account 14 days in advance of the visit/activity.

2. A reminder is sent by text to Parents if payment has not been received prior to the date of visit/activity/supply of goods.
3. A second reminder will be sent four weeks after the request for payment.
4. A final reminder will be sent eight weeks after the request for payment. The reminder will advise parents that if the debt is not paid within 7 days that the matter will be referred to the Head Teacher and Governing Body, and that action may be taken to recover the debt. Such action may involve legal proceedings. Parents will also be advised that, at the school's discretion, their child will not be able to participate in any future additionally charged supply or service.
5. The Head Teacher/ Finance Committee review outstanding debt on a termly basis. A decision will be made to either take further action to recover the debt or to write off the debt. Further action may be a referral to a debt collection agency or to solicitors for legal action. A decision to write-off the debt will be made if there is no realistic prospect of debt recovery being successful or if further action is not cost effective.
6. Parents will be notified of the governor's decision.

The Head Teacher can write off debts to the value of £50.00 to any one individual or organisation. Debts over £50.00 must be presented to the Finance Committee for write-off.

School Meals

School meals must be paid for in advance. It is the responsibility of the parent to ensure that there is sufficient credit before ordering meals.

Under exceptional circumstances, the school may approve a meal on the understanding that the payment will be made within five working days and following which further meals will be refused until the debt is paid and there are sufficient funds in the account to pay for further meals. Parents will be sent a reminder of the debt outstanding. If the debt is not cleared on a timely basis, the school reserves the right to refuse parents the option of the school meal provision.

Hiring of School Premises

1. Invoices are issued to Hirers of the school premises monthly and payment is to be received within 30 days of this issue period.
2. Procedures for recovery of outstanding debts for hiring the school premises are as follows:

Invoices are issued with a 30 day payment request.

A polite reminder with a statement of outstanding payments will be sent 30 days after issue of the invoice.

A second reminder will be sent six weeks after issue of the invoice.

A final reminder will be sent eight weeks after issue of the invoice. The reminder will advise the hirer that if the debt is not paid within 7 days that the matter will be referred to the Head Teacher and Governing Body, and that action may be taken to recover the debt. Such action may involve legal proceedings. The hirer will also be advised that further use of the premises will be prohibited.

The Head Teacher/ Finance Committee review outstanding debt on a termly basis. A decision will be made to either take further action to recover the debt or to write off the debt. Further action may be a referral to a debt collection agency or to solicitors for legal action. A decision to write-off the debt will be made if there is no realistic prospect of debt recovery being successful or if further action is not cost effective.