

# **DEBT RECOVERY POLICY**

**Codsall Middle School**

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**Currently under review 11<sup>th</sup> November 2016**

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## **School Debt Policy**

### **Introduction**

The schools governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

### **Aims and Objectives**

- To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;
- To protect the delegated school budget;
- To apply this policy consistently to ensure debt is dealt with in a timely manner;
- To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

### **The debt recovery process**

Codsall Middle School has their own procedures in place which are used to collect income. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/ business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

## **Dinner Money**

Payment for schools meals is made on a daily basis directly to the Lunchtime Cashier at the time of taking a school lunch.

The Lunchtime Cashier will reconcile each day the payments received to the meals ordered and any discrepancy will be reported to the Finance Officer. Any pupil who has forgot their dinner money will be allowed to borrow the required amount, the pupil will be required to fill in their details, ie name, form, amount borrowed. Any parent/carer that has not made re-payment by the end of the week will be contacted requesting immediate payment.

Borrowing is short term and pupils should not be allowed to build up debts.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served irrespective of whether the parent has paid
- A basic meal (sandwich) only will be provided to pupils where the parent has not previously paid back any amount outstanding.
- A meal will be served until the arrears reach £20 after which point no further meals will be served and parents will be contacted.

## **Extended school activities**

Payment for extended school activities should be made in advance and clearly marked in a sealed envelope with the name of the child, amount and day/s that the care is required.

Accounts are reviewed on a weekly basis and statements will be sent out to parents/carers every half term. If in the event that payment has not been made then at the end of the week parents/carers will be sent a letter and email requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and the debt will be referred onto the County Council for recovery.

## **Music tuition**

Music lessons are provided by the school at a charge to the parent/carer of a child. Parents/carers are informed of the cost upfront and have a commitment to pay for a term regardless of whether the child continues with the lessons.

A statement is sent to the parent/carer on an annual basis asking for payment. If payment has not been received by 8 weeks a further reminder is sent. In the event that no payment is received the debt will be referred onto the County Council for recovery.

## **Board and lodging on residential visits**

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments should they wish.

Payment must be made in full before the departure date or the child will not be allowed to attend.

## **Remissions**

As detailed in the Charging and Remissions Policy the Governors have agreed that certain categories of pupils are eligible for a £50 subsidy for certain residential visits.

## **Lettings**

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the Charging and Remissions Policy.

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void and the client will be refused future hire.

## **Writing off debts**

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.

Approved by Governors on 4<sup>th</sup> February 2015

Due for review on 31<sup>st</sup> March 2016 (to coincide with the Charging and Remissions Policy)

Signed



Chair of Governors