Heather Primary School –

Debt Management Policy



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| **This policy was approved by the Governing Body of Heather Primary** | **Date – November 2022** |
| **Signed**  |  **Chair** |

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| Version | Date | Author | Reason For Change  |
| 0.1 | November 2022 | MM | Policy review  |

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| Review Frequency  | Next Review Date  |
| Biannual  | November 2024 |

The school will actively pursue the collection of monies owed to it. This policy incorporates School Meals Debt for parents. The school will ensure confidentiality and anonymity of the families involved will be preserved at all times.

**1          INTRODUCTION**

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

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

**2          POLICY**

2.1     Payment should be obtained as and when goods/services/facilities are provided wherever possible;

2.2     Where payment is not received at the time when the goods/services/facilities are delivered an invoice must be raised as soon as possible, but normally within 7 days of the goods/services/facilities being provided.

2.3     Invoices should state that the bill is due and payable at the invoice date.

2.4     If no payment is received within 21 days from date of issue of the invoice a final reminder should be issued to lethe debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

2.5     Where only part of the debt has been settled a final reminder for the balance outstanding should be issued 21 days from the issue of the invoice. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

2.6     Where a debtor requests permission to settle the debt by instalments and extend the normal terms and conditions of supply they must submit an application in writing explaining the reasons for their inability to meet the original contract terms. The Headteacher and a nominated Governor will agree the revised terms, which must not exceed 49 days from the date of issue of the invoice. If the debt is not settled within the terms set by the Headteacher and Chair of Finance then a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

2.7     At each meeting of the Governing Body/Finance and Resources Committee, the Headteacher is required to inform the Governors of any debt which is still outstanding after the 14 day period following the final reminder, together with any proposed action: This may be a referral to solicitors for legal action, a debt collection agency or to write-off the debt if there is no realistic prospect of debt recovery being successful, or if further action is not cost-effective.

2.8     Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up actioned outlined above has been taken and the details of the debtor, amount written-off and the reason for no further action being taken is reported to the Finance and Resources Committee for information at their next meeting.

2.9     Write-off of outstanding debt in excess of £50 must be approved by the Finance and Resources Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.

2.10   A write-off must not be communicated to the debtor. It is not an acknowledgement that the debt does not exist, but is an internal transaction in the accounts of the school, which removes the debt from the records.

2.11    Individuals or organisations that have previously defaulted on payments to the school are not allowed credit facilities.

2.12   Where a debtor’s payments are regularly or consistently paid outside the terms of supply the Headteacher must consider withdrawal of credit facilities and request the individual/organisation to pay for goods/services/facilities at the time they are consumed

3. Policy – School Meals

3.1 Monies owed for school meals are sent directly to parents/carers Epay purse

3.2 Any long-term arrears of dinner money that arise are automatically pursued by the school through the school money system. Parents are sent text reminders to check accounts when their account is £10 in debt.

3.3 Arrangements can be made to clear any dinner money debt by instalments; however, the amount should be acceptable to both the school and the parents.

3.4 If debts more than £20 are not cleared after the first reminder, a further reminder letter should be issued to the parent requesting payment on the following day. This letter will advise the parent that if the debt remains unpaid the school may refuse to provide a school meal and request contact with the school to discuss any problems in making the outstanding payment.

3.5 If dinner monies remain outstanding a member of the school staff will attempt to contact the parent to discuss the debt.

3.6 If dinner monies remain outstanding after three weeks a ‘final warning’ letter must be issued to the parent. This letter will remind the parent of the previous reminder letter and the current amount outstanding. The letter will also inform that parent that if the debt is not settled the child will need to be provided with a healthy packed lunch or be taken home for lunch.

3.7 If dinner monies remain outstanding at the beginning of the fourth week a ‘notification of withdrawal of school meals’ letter must be issued to the parent. This letter will give the parent a final opportunity to clear the outstanding debt. The letter will inform the parent that the child will not be provided with a meal with effect from the following Monday if the debt is not cleared in full and requesting that the parent makes alternative arrangements.

3.8 This debt management policy in respect of dinner monies includes the refusal to provide a school meal when the parent has not paid or made contact with the school and payment has been

outstanding for 4 weeks. This policy is intended to keep debts to a minimum and thereby avoid the cost of a referral to solicitors for legal action of debt collection agency, or to write-off the debt if there is no realistic prospect of debt recovery being successful. This course of action would not be cost effective with the amounts concerned.

3.9 Outstanding individual school meals debt of up to £50 may be written off by the Head Teacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount written off and the reason for no further action being taken is reported to the Finance and Resources Committee for information at their next meeting.

3.10 Write-off outstanding debt in excess of £50 must be approved by the Finance and Resources Committee.

3.11 A write-off must not be communicated to the parent. It is not an acknowledgment that the debt does not exist, but is an internal transaction in the accounts of the school, which removes the debt from records.

Appendix 1 - Debt recovery initial letter

Dear XXXXXXXX,

It has come to our attention that several invoices for Breakfast/After School Club usage before your children left the school are yet to be paid.

If debts are incurred then the school budget has to pay for them. This means that money which should be spent on children's education is used to pay for debts incurred by parents. Every parent will agree that this is unacceptable. No parent would take their child elsewhere for child care and expect them to be given food and care without paying; the same applies to school.

The governors would appreciate that this debt is settled within 14 days of date of this letter, as specified in our debt policy. If payment is not received by then, the governors will be seeking advice from the Local Authority Legal Team regarding the legal proceedings that need to be put in place to recover the debt.

Please pay for the debt through WEDUC – the offer is already in your Epay purse.

Please contact myself if you require any more information on this matter. Attached are the invoices that are outstanding and well as a copy of the school’s Debt Management Policy.

If you wish to pay your debt in instalments, please contact me as soon as possible to arrange a meeting to discuss this further.

Yours sincerely

Maxine Michalowski Named Governor

Headteacher Debt recovery Governor

Dear XXXXXXX

In December we spoke and agreed to a payment plan, which you received in writing, in order for you to pay outstanding MASH debts.

The MASH accounts have been reviewed and it has been noted that that the £XXXXX payment which was due on the 20th December, has not yet been received.

The governors would appreciate that this debt is settled within 14 days of date of this letter, as specified in our debt policy. If payment is not received by then, the governors will be seeking advice from the Local Authority Legal Team , regarding the legal proceedings that need to be put in place to recover the debt

Please pay for the debt through WEDUC – the offer is already in your Epay purse.

As a reminder our second instalment is due on the XXXXXX please ensure that this payment is made on time.

Yours sincerely





Maxine Michalowski Named Governor

Headteacher Debt recovery Governor