



## **All Saints CE(A) First School**

### **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**

All Saints CE(A) First 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 should be paid in advance.

Any parent/carer that accrues a debt in excess of £25 will be sent a text in the first instance, and then a letter requesting immediate payment and also requiring a packed lunch to be sent into school with their child.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served irrespective of whether the parent has paid, however at this point if the parent/carer has neglected to provide their child with a packed lunch as requested, it may be treated as a safeguarding issue.

## **Extended school activities**

Payment for any school after school clubs should be made in advance using Parentpay.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility.

All Saints' Kids Club have their own debt collection procedures.

## **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 full year regardless of whether the child continues with the lessons.

## **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 to opportunity to pay in instalments should they wish.

Payment must be made in full before the departure date.

## **Remissions**

In some cases governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of; extended school activities, music tuition or residential visits. This is included within the Charging and Remissions Policy (reviewed annually).

## **Lettings**

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

Failure to pay 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 hires.

## **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 in: March 2018

Due for review in March 2021.