

*“Together we can achieve more”*

# Highfield Primary School



**Debt Policy 2024**

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.

### **Policy**

1. Payment should be obtained as and when goods and services are provided wherever possible.
2. Where payment is not received at the time when the goods or services are delivered an invoice must be raised as soon as possible but normally within 14 days after a debt becomes due.
3. Invoices should require payment within 30 days from the date of issue
4. Final reminders should be issued if no payment is received within 35 days. The final reminder should make it clear that legal action will be taken if payment is not received with a further 14 days.
5. At termly Governing Body meetings, the Business Manager is required to inform the Finance Committee 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 a debt collection agency, to the LBE legal department 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.
6. Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the Finance Committee at their next meeting.
7. Write-off of debt in excess of £50 must be approved by the Finance committee following submission of details of the debt by the Headteacher together with the reasons for no further action being taken.

The school aims to consider all parents/carers situations and circumstances on an individual basis; however, the school has a duty to collect all monies owed. The school always looks at the needs of the child and aims to act fairly and equally.

Debts can be incurred through non or part payment of any of the following:

1. Uniform
2. Dinner money
3. Breakfast Club
4. Tea time Club
5. Equipment purchase or hire
6. Equipment damage or loss

Dinner money should always be paid in advance. Non-payment of dinner money will result in the necessity for parents to provide a packed lunch or take their child home for lunch until the debt is cleared. Non-payment of breakfast club fees will result in pupils being denied the use of this facility until the debt is cleared. The Business Manager will inform parents/carers of the debt in writing and will continue to pursue payments even if a child has left or moved up a year group.

Activities which are funded through Voluntary Contributions fall outside of our debt policy. Some curriculum activities in school time require parent's contributions. There remains a risk that the activity will be cancelled if insufficient funding is collected.

Reviewed September 2024