

# **Whitwick St John the Baptist CE Primary School**

## **Debt Recovery Policy**

**Agreed by Staff: May 2019**  
**Agreed by Governors: May 2019**

**Signed (Chair): \_\_\_\_\_ Date: \_\_\_\_\_**

## **Introduction**

The Governing Body of Whitwick St John the Baptist CE Primary School has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. The school will therefore take all reasonable measures to collect monies owing to it as part of the management of public funds. Collecting payment from parents or carers is a sensitive area and we will deal with the issues of debt collection in a sensitive and confidential manner.

## **Aims and Objectives**

Whitwick St John the Baptist CE Primary School complies with all of Leicestershire County Councils requirements for "The Scheme for Financing Schools" Regulations with regards to the follow aims:

- To make sure there are sound and proper financial procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect the school governors, headteacher and school employees.

## **Procedures**

Whitwick St John the Baptist CE Primary School will carry out standard debt recovery procedures for all outstanding debts (of 14 days or longer) as follows:

1. A gentle reminder (telephone call, letter, e-mail or in person).
2. If no payment after 7 days, a letter will be sent from the Headteacher.
3. If no payment after a further 7 days, a formal letter will be sent from the Chair of Governors, informing the parent/carer that no dinners will be allowed until the debt is clear.
4. If no payment after a further 7 days, a third letter will sent informing the debtor that the debt has been passed to the County Council Legal Department.

**Any parent or carer that finds themselves in a situation where they are struggling to make payments are encouraged to contact the headteacher**

## **Dinner Money**

Payment for school meals and snacks should be paid in advance on a Monday morning. Parents are encouraged to pay half termly in advance. Payments are recorded on the school's payment system by the school secretary. If payment is not received, parents/carers will be sent a reminder at the end of each week, via email.

After stage 2 of the procedure has been implemented (listed above) then a further letter will be sent advising parents that their child will no longer be entitled to a school meal or snack and that parents should send their child with a packed lunch. Every effort will be made by the school to make personal contact to ascertain whether financial difficulties are present and then advise accordingly. All reminders (copies of emails, letters and verbal reminders) will be kept on file.

## **Educational and Residential Trips**

It is not possible for the school to meet the full cost of all educational and residential visits. Parents/carers will be asked for voluntary contributions towards the cost to assist with the funding. Parents/carers have no obligation to make voluntary contribution and can be assured that their child will not be excluded from any activity. Payments will need to be received in advance. For residential visits parents/carers are given the opportunity to pay in instalments should they wish. Payment must be paid in full before departure date. If insufficient voluntary contributions are raised to fund a visit and the school cannot source funding from elsewhere, the activity will be cancelled.

## **Implementation, Monitoring and Review**

Day to day implementation of the procedures will be carried out by the school secretary and will be overseen by the school business manager and headteacher. The school business manager will present a report to the Governors of any outstanding debts at every Budget Buildings and Personnel Committee Meeting.