

# Debt Recovery Policy



	Name	Date
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Approved by:	Governing Body	December 2017
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## De Bohun Primary School & Children's Centre

The School will actively pursue (through written correspondence, meetings with the debtor and phone calls) the collection of monies owed to it. This includes debt from, uniform sales, After School Club, commercial organisations, school dinners and other service providers.

**The School will ensure confidentiality and the anonymity of the families involved will be preserved at all times.**

1. **The School are required to ensure that:**

- all invoices outstanding are accurately recorded and maintained.
- there is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed and/or phone calls, text messages and letters that have been sent to debtors.

For all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state *"further action will be taken if this account remains outstanding after a period of ten school days"*.

2. **Pursuance of Debt**

**The Governing Body has agreed:**

- the arrangements for debt recovery (as mentioned above)
- that 10 school days is the maximum level of school meal debt which any family would be able to incur
- to consider the School undertaking legal action
- to include in the minutes of the Governing Body their approval to pursue any outstanding debt.

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**The School should:**

- give the debtor appropriate notification and time to pay the outstanding debt
- send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.
- notify the Governing Body of any outstanding debts.

4. **Waiving of Debt**

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

The Head teacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship.

However, a debt over £500 can only be written off by resolution of the Governing Body on the recommendation of the Head teacher or delegate.

Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and the Head teacher.