



Debt Recovery Policy

1. Introduction

Inmans Primary School sends out invoices or organises payment from the following sources:

- Out of School Club Provision
- Before and After School
- Lettings income from hirers of school premises
- Other occasional miscellaneous income
- School Lunches – see point 2

This policy sets in place the procedures to follow to ensure the invoice is paid, and if not, that debt recovery is attempted.

2. School Lunches

Payment will be made in cash or via the schools' online payment system. Parents/carers will be advised that the balance of the account MUST NOT exceed an outstanding balance of £25.00. The following procedure will be adhered to:

1. All outstanding balances will be chased on a weekly basis
2. If payment or response from parent/carer is not received within 4 weeks a letter / telephone call will be made / sent by the SBM in order to seek a repayment plan and parents/carers will be asked to provide their child with a packed lunch until such a time the account returns into a credit position
3. If the payment plan is not adhered to, parents/carers will be invited to a meeting with the SBM and Headteacher to discuss what further action will be taken
4. If the debt is outstanding after 1 term, Governors will be informed – Resource Committee
5. If the debt is outstanding once a pupil leaves the school the Governors may instruct the Headteacher to pursue the outstanding debt via the Local Authority Collections Department

3. Step one – Invoicing/ charges

Morning and late Club require a balance on Arbor to book a place and parents sign up to the terms and conditions for attendance.

Other out of school clubs require payment upon booking a place and parents/carers are advised of cost before their child's attendance.

Music lessons, judo and Debutots are paid directly to the provider

Parents / Carers of pupils on educational visits or making a purchase are advised of that cost prior to signing up to the educational visit or purchase. They are advised if payments are non-refundable and that cancellations may incur additional costs. Payment is due before the visit takes place and a date is on the initial letter invite.

All invoices or letters are emailed out at the appropriate time. A copy of payment is kept as a debtors' copy and to monitor receipt. This is held in Arbor.

4. Step two – initial reminder

A reminder is sent to the debtor, in the form of a clearly annotated outstanding invoice, a copy of the original invoice, a letter or an e-mail. This is sent out at an appropriate time, usually prior to, but not more than two weeks after, the due date. Copies of all reminders are kept in a debtors file.

5. Step three – reminder letters

Formal reminder letters are sent to the debtor as per (appendix A). Copies of all letters are kept in a debtors file.

6. Step four – letter from the Headteacher

If no response is received from the reminders the debt will be referred to the Headteacher who will write to the debtor. This letter will advise that should the school not hear from the debtor the matter will be passed to the Governors for debt recovery and this may result in legal action.

7. Step Five – Notice of Intention

If no response is received from the Head's letter a notice of intention will be issued advising the debtor that matter is being handed to legal advisors for further action.

8. Legal Action

If a debtor does not respond to any of the steps above then the Finance Committee of the Governing Body should consider each debt with a view to passing it to legal advisors for further action. If appropriate the debt will be dealt with in a small claims court.

Appendix A- Schedule of Steps

	Dinner money	Educational Visits / Major Purchases
Initial letter / invoice		