

# MAPLE PRIMARY SCHOOL



## BAD DEBT POLICY

## **POLICY FOR BAD DEBTS**

### **A - COMMERCIAL**

#### **1. Phone Call**

After a reasonable length of time of the debt becoming outstanding, a phone call will be made in the first instance.

#### **2. First Reminder Letter**

Two weeks after the phone call the first reminder letter will be sent through the post.

#### **3. Second Reminder Letter**

If, within two weeks of the initial letter, payment has not been received, a second letter will be sent through the post, this time, recorded delivery.

#### **4. Copies of Reminders**

These are kept in school.

#### **5. Failure to Respond**

If no payment is received after two reminders, the headteacher has authority to write off a debt below £250 using his/her knowledge of the circumstances and previous record of payment. Any such write-offs must be reported to the next meeting of the Finance committee.

#### **6. If the Debt is Greater than £250.**

The Headteacher will refer to the Finance Committee of the governors, who will decide in the light of previous history of payment, whether to write off the debt or to refer the matter to the Law and Administration section of County Hall. The Finance Committee may write off a debt up to £500. (See Finance Committee Terms of Reference Section 7.)

## **B. PARENTS AND OTHER EDUCATION INSTITUTIONS**

1. After half a term of debt becoming outstanding, the Office Manager will phone the parent/institution.
2. If there is still no response, a letter from the Head Teacher will be sent out initially, followed by a phone call from the Head Teacher, trying to clear debts by end of term.
3. In the case of:
  - Photographs - the debt will be borne by the photographic company.
  - Dinners - a telephone call should be made to County. In the event of non-payment, Herts Catering will invoice the school, and the child is not allowed any further school meals once the debt is outstanding for half a term.
  - Music - the loss will be borne by the school (money is set aside in the budget for this).
  - Hirings - keep chasing. In the event of non-payment the school would bear the loss but further hirings would be denied.
4. Where there is still a failure to respond the final decision will be the Head Teacher's.

*Updated 19/09/2017 by governors' Finance Committee*