

# **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 £500.**

A debt may only be written off with the prior approval of the relevant officer or body, which depends on the amount of the debt as shown below:

- up to £500 - the Governing Body may authorise a write off, where income accrues to the school; otherwise the approval of the Finance Business Partner for Children Services is required.

- over £500 - the Governing Body, with agreement of the Finance Business Partner for Children Services.

Where the Governing Body writes off debts this must be formally recorded and the record retained for seven years. The school will contact the Debt Management Team in respect of pursuing outstanding debts.

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

1. After half a term of debt becoming outstanding, the Office Manager will phone the parent/institution, either via Schoolcomms or through Live Kitchen (name change to SchoolGrid in May 2019) email.

2. If there is still no response, an email 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 the week.

3. In the case of:

- **Dinners** - In the event of non-payment, the child will be refused a school dinner and the parent will be expected to provide a packed lunch once the debt has been outstanding for half a term.
- **Music** - The loss will be borne by the school (money is set aside in the budget for this) and the child's lessons will be ceased once the debt had been outstanding for half a term. The parent will still be expected to pay for a full term of lessons.
- **Trips** - 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 30/04/2019 by governors' Finance Committee*