



## **PRINCE OF WALES PRIMARY SCHOOL** **DEBT RECOVERY POLICY**

The School's Governing Body has a responsibility to ensure that appropriate procedures are in place to ensure that the School receives all income to which it is entitled. Since September 2015 the school has used a cashless payment system in order to facilitate a more efficient payment system and to make it more transparent when a debt occurs.

**The school will actively pursue the collection of monies owed to it.**

Parents and carers of pupils are jointly and severally liable for charges.

The School is required to ensure that:

- All invoices outstanding are accurately recorded and maintained. There is documentary evidence of all the steps undertaken to recover any debts. This includes the recording of the dates that invoices and statements were distributed and any phone calls made or letters sent to debtors.
- Senior management will monitor individual debt levels on a regular basis to ensure that staff, parents and carers are adhering to the policy. Appropriate action will be taken if the policy is not being followed.
- The Headteacher may meet with parents who have debts and discuss the reasons and possible solutions. In some circumstances we will set up payment plans to clear any debts.
- For all outstanding debts a final statement will be issued to all persons liable for the charge. This statement must state that 'further action will be taken if the account remains outstanding after a period of no more than 7 days. The matter may be passed to our solicitors.

### **School meals debts on Parent Pay**

School meal accounts (for children and staff) are monitored daily by the Admin Assistant and calls are made to parents whose accounts are low on credit to remind them to top up. Calls are made daily until the account is credited. The school does not accept that debts should be accrued unless there are exceptional circumstances involved.

Any child whose parents' accounts have gone into arrears will not be given a school meal. Parents will be contacted on a daily basis by phone to ask them to bring a packed lunch in for their child or to take them home for lunch. In circumstances where the parent cannot be contacted then the child will be given a snack and we will continue to endeavour to contact

their parents. No further meals will be given until the debt has been recovered.

Staff **MUST NOT** go into debt and will not be given a meal if their account does not have sufficient credit. Senior management will speak to any individual member of staff whose account goes into arrears.

The school may charge parents who persistently collect their children late after the end of the school day. There is a significant impact on the budget when children are collected late as a member of staff has to be paid to look after them.

- This policy will be displayed on the school website.

### **The Governing Body will:**

- Consider the arrangements for debt recovery
- Recommend the maximum level of debt which any family will be able to incur
- Approve the School undertaking legal action through the LA legal department
- Include in the minutes of the Governing Body their approval to pursue any outstanding debt
- Ensure the anonymity of the families involved is preserved at all times

### **Pursuance of debt:**

The school will:

- Not pass onto the debtor any costs incurred in pursuing the debt
- Give the debtor appropriate notification and time to pay the outstanding charge
- Send the debtor as a minimum a final statement which states that this is the final notice and that further action will be taken

### **Waiving of debt:**

The Headteacher is ultimately responsible in the decision to waiver any debts taking into consideration any contracts that have been signed

A debt may be written off by resolution of The Governing Body on the recommendation of the Headteacher.

A recommendation to write off a debt will be made only 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.

Any action relating to an outstanding debt or the waiving/reducing of a debt will be dealt with in a confidential manner between the debtor and the Headteacher.

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