



Schools Debt Policy

Introduction

The schools governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

Aims and Objectives

- To ensure that the governing body (Academy Representatives Committee) complies with the Academy's Financial Handbook.
- To protect the delegated school budget.
- To apply this policy consistently to ensure parents/carers debt is dealt with in a timely manner.
- To ensure further goods or services are not supplied to parents/carers who have not paid for items already received or used.

The debt recovery process

St. Anne's have their own procedures in place which are used to collect income (see headings below). However, in the event that payment is not forthcoming then an official invoice will be raised on the Academy's Financial System which will lead to the Academy's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer at their home address or the matter will be referred onto the courts.

Dinner Money

Payment for schools meals must be paid in advance using the ParentPay service.

The school office will reconcile each Friday the payments received to the meals ordered and any discrepancy will in the first instance result in an e-mail to the

parent/carer to request immediate payment. If debts have not been cleared by the following Monday, the parents will be contacted by phone to request immediate payment or that a packed lunch be supplied.

If payment is still not received within 5 school days then the parent/carer will be informed that the matter will be referred to the Academy Board and recovery action will be pursued and no further school dinners will be supplied.

Timeline for Debt Recovery:	
Monday	All dinner money should be paid in advance for dinners required.
Friday	Reconciliation of payments received to meals ordered. E-mails sent to parents for outstanding money.
Monday	Parents must have cleared amounts owing by Monday. Parents will receive a phone call for any outstanding debt.
Friday	If debts still not cleared, parent/carer informed that the matter will be referred to the Academy Board and recovery action will be pursued.

Wrap around care

Payment for wrap around care should be made in advance and clearly marked in a sealed envelope with the name of the child, amount and day/s that the care is required.

Accounts are reviewed on a weekly basis and statements will be sent out to parents/carers every half term. If in the event that payment has not been made then at the end of the week parents/carers will be sent a letter and email requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and the debt will be referred onto the Academy Board for recovery.

Music

Music lessons are provided by the school at a charge to the parent/carer of a child. Parents/carers are informed of the cost upfront and have a commitment to pay for the whole year regardless of whether the child continues with the lessons.

A statement is sent to the parent/carer at the beginning of the academic year asking for payment. If payment has not been received after 10 school days then a further reminder is sent.

A final reminder will be sent in advance of the term finishing before the debt is referred onto the Academy Board for recovery.

Football

Payment for the football club must be made in advance and no refunds are issued.

If payment not made in advance the parent/carer will be contacted and they will need to collect the child immediately. Failure to do so will result in the school contacting the County Welfare Officer.

Outdoor education

The children in Year 6 have the option to attend an outdoor education centre. Parents/carers are notified of the cost in advance and are given the opportunity to pay in instalments should they wish.

Payment must be made in full before the departure date or the child will not be allowed to attend.

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client.

Failure to pay on time will result in the debt being referred to the Academy Board for recovery.

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the Academy Board the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body (ARC) will take into account the age and size of each debt and any advice from the Academy Board before making a decision to write off debt.

May 2016

Reviewed January 2017