

ST MARY'S CATHOLIC PRIMARY SCHOOL

Debt Recovery Policy



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St Mary's Catholic Primary School **Debt Recovery Policy**

Introduction

The school's Governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. St Mary's Catholic Primary School will therefore take all reasonable measures to collect any monies owing to it as part of the management of public funds. Collecting payment from parents or carers is a sensitive area; we deal with issues of debt collection with sensitivity and confidentiality at all times.

Aims and Objectives

At St Mary's Catholic Primary School we comply with all Derbyshire requirements for Financial Regulations with regard for the following aims:

- To make sure there are sound and proper financial procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect the school governors, head teacher and school employees.

Procedures

St Mary's Catholic Primary School uses the SAP Finance System for invoices and payment, the school, in conjunction with the County Council Income Team will carry out standard debt recovery procedures on behalf of the school.

The following procedure will be employed for all outstanding debts (of 3 days or longer):

- A gentle reminder (telephone, text, e-mail or in person);
- A formal letter (by e-mail or post)
- A second formal letter (Recorded post)
- A third letter informing the debtor that the debt has been passed to the County Council Income Team.

When all practical and cost effective procedures have been exhausted by the County Council Income Team, the Director of Finance and Resources will notify the school of the amount of the debt that is considered to be irrecoverable and should be written off. Writing off a debt will lead to a charge being made on the school budget as the income was credited to the school budget when the invoice was raised.

The Governing Body must:

- approve the writing off of any debt in relation to the school budget;
- take into account their review of the age and size of the debt together with the advice from The Director of Finance and Resources

Payment for school meals should be paid via parent pay and in advance. If payment is not received, parents/carers will be sent a reminder each day, via parent pay. After stage three of the procedure has been implemented (listed above) then a further letter will be sent advising parents that their child will no longer be entitled to a school meal and that parents should send their child with a packed lunch. Every effort will be made by the school to make personal contact to ascertain whether financial difficulties are present and then advise accordingly. All reminders (copies of emails, letters, record of verbal reminders) will be kept on file. (as listed in the Dinner Money Policy)

Photographs

Parents pay the photography company directly for photograph orders.

Outdoor Education

Children in Year 6 have the option to attend an outdoor residential trip annually. Parents are notified of the cost in advance and are given the opportunity to pay in installments should they wish. Payment must be made in full before the departure date. All payments not received in a month prior to departure will be chased via text, then letter. All payments have to be made prior to the trip. All parents notified of support via PPG to ensure no child cannot attend the residential due to financial hardship. If payment is not received one month in advance unless agreement with the school office then the child will be unable to attend the residential.

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the applicant. Charges will reflect the school's costs for energy, water, lighting and opening up and closing of the school. Please see the school's Lettings Policy for further information. All lettings invoices are chased 14 days after the issue of the invoice.

Implementation, Monitoring and Review

Day to day implementation of the procedures is carried out by the SBM. The SBM will present a report to the Governors of any outstanding debts and explain the procedures followed to date.