



SEA MILLS PRIMARY SCHOOL
Be Kind • Be Brave • Be your best

Debt Recovery Policy

Reviewed and approved by:	Resources Committee
Date approved:	6 March 2024
Date of next review:	March 2026

Updates :
<i>Based on a template policy for schools</i>
<i>Updated:</i>

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Debt Recovery Policy	Date	March 2024
EIA CARRIED OUT BY:	Jenny Dormer	EIA APPROVED BY:	Resources Committee

Groups that may be affected:

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		X
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication)		X
Gender Reassignment (transsexual)		X
Marriage and civil partnership		X
Pregnancy and maternity		X
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers)		X
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		X
Gender (male, female)		X
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		x

Any adverse impacts are explored in a Full Impact Assessment.

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Related documents:

School Meals Procedure

After School Club Procedure

Breakfast Club Procedure

2YO Paid Places Policy

3YO Paid Places Policy

Purpose

1. The School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established policies and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras.
2. While this is the case, the purpose of this policy is to provide clarity and consistency in managing the debt and to help parents understand clearly what is expected of them and the procedures the school will follow to recover the debt.
3. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.
4. Each case is to be treated individually and the circumstances that have led to the outstanding debt will be taken into account to determine the best course of action and whether it is fair and reasonable to pursue the debt in its entirety if at all.

Responsibilities

5. As a general rule, to avoid incurring debts, payments for materials and services provided by the school should be collected in advance or at the point of sale.
6. Any person(s) involved in the monitoring, recording and pursuing of debts owed to the school must formally record any information gathered and actions taken (dates and times of letters, phone calls, emails, conversations or any other correspondence); this data is to be kept by the School for a period of seven years.

Debt Recovery Procedures

7. The School will regularly review details of its debts:
 - Instances of debt are judged on an individual basis, with consideration of the nature of the debt and the circumstances of the family involved.
 - The privacy of the pupil and their family will be protected by all staff.
 - The level of outstanding debt owed to the school can be determined at short notice.
8. Policies and procedures for the specific debt (e.g. school meals, paid places for Nursery sessions, Breakfast Club or After School Club) will be followed in the first instance. This may result in the withdraw of your child's place in the Nursery, Breakfast Club or After School Club as we would not wish to put you into further financial difficulties. If you are unable to clear your invoice, please speak to us immediately.
9. Parent/carers must clear all outstanding debts before taking on other financial commitments with the School, before signing up for extra-curricular activities such as music lessons or residential camps. Any monies received will be used to settle the first debt created.
10. In the case of a debt, the School will agree upon a 'credit period' within which the debtor can pay the outstanding sum before debt recovery procedures are exercised. This period of time may vary, at the discretion of the Headteacher, dependent on the nature and size of the debt.
11. Where there is an outstanding payment yet to be received and the acceptable credit period has been surpassed, an invoice should be sent (or resent) outlining the value and reason for the debt, as well as the debtor's identity and date when the debt is to be paid. This is acknowledgement that the debt has been set up.

12. Further verbal and written overdue payment reminders will be sent as follows:

- a. Level 1 – Reminder message (in-person/telephone/email correspondence)
- b. Level 2 – Personal contact (in-person/telephone) to request payment is made and warning of withdrawal of service if payment is not made.
- c. Level 3 - First formal written reminder – an official, dated letter addressed to the debtor should be sent if the debt level is above the acceptable level
- d. Level 4 - Second formal written reminder – this should come one week after the first formal written reminder, citing the details of the previous reminder and stating that concerted efforts have been made to make the person aware that an outstanding debt is overdue.

13. If these reminders are not responded to, another letter will be sent to the debtor advising them that the case has been referred to the School's Governing Body and may involve the School's legal advisors to resolve the issue and recuperate owed funds.