



DEBT RECOVERY POLICY

This policy relates to money collected by the school for items set out in the Barnes Primary School Charging and Remissions policy.

This policy currently relates only to contributions for School Lunches, instrumental or voice tuition and before and after school activities, the only non-voluntary payments that the school presently collects. Where appropriate, this debt collection model will be used for any other monies the school wishes to collect in the future.

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers.

In individual cases of hardship, the Head Teacher and/or School Business Manager may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

School Lunches

Parents are advised through ParentMail communication and the school newsletter at the beginning of each half term what the cost of meals will be for that half term. Unless alternative arrangements are made, payment is expected to be made in full within 2 weeks of the start of each half term.

The following procedure will be followed:

- If payment has not been received 2 weeks into the half term a reminder will be sent to parents.
- If payment has not been received 3 weeks into the half term another reminder will be sent to parents.
- If payment has not been received 4 weeks into the half term, the School Business Manager will contact the parents to discuss the outstanding payment and to inform them that their child will not be able to have school lunches from the 5th week of the half term unless all monies outstanding for lunches are received.
- If payment has not been received by the end of the half term, the head teacher will write to the parents informing them that the debt is still outstanding and confirm that their child will not be able to have school lunches during the next half term unless payment is received.
- The Governors will receive a list of all debt outstanding at the end of each term.

Instrumental or voice tuition and before and after school activities

Parents are advised through ParentMail communication at the beginning of each term the cost of music tuition or before and after school clubs for that term. Unless alternative arrangements are made, payment is expected to be made in full within 2 weeks of the start of each term.

The following procedure will be followed:

- If payment has not been received 2 weeks into the half term a reminder will be sent to parents.
- If payment has not been received 3 weeks into the half term another reminder will be sent to parents.
- If payment has not been received 4 weeks into the half term, the School Business Manager will contact the parents to discuss the outstanding payment and to inform them that their child will not be able to continue with music tuition or before and after school clubs from that point unless all monies outstanding are received.
- If payment has not been received by the end of the half term, the head teacher will write to the parents informing them that the debt is still outstanding and request payment.
- The Governors will receive a list of all debt outstanding at the end of each term.

Debt Write Off

If the Head Teacher is of the opinion that a debt is impossible to recover, the write off limits set out in Chapter 6 of the LBRUT Schools Financial Regulations will apply:

- Approval by the headteacher for any debts per family totaling less than £100.
- Approval by the Finance Committee for any debts per family totaling between £100 and £500.
- Approval by the Governing Body for any debts per family totaling over £500.

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| <p>Status</p> <ul style="list-style-type: none">• Last reviewed: December 2016• Next Review: December 2017 |
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