



DEBT RECOVERY POLICY

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

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

Payment items

Parents are advised via the ParentMail communication system that a chargeable item has been added to their account. On occasions, for example residential trips, the total sum is broken down into installments to ease payment but all are entered onto the system at the same time. Unless alternative arrangements are made, payment in full is expected to be made within 2 weeks of the chargeable item being added to an account, or within 2 weeks of the due date noted on an installment item.

Overdue amounts

In the event that payment is not received, the following procedure will be followed:

If payment is outstanding after 2 weeks, a reminder will be sent to parents.

If payment is outstanding after 3 weeks, a further reminder will be sent to parents.

If payment is outstanding after 4 weeks, a member of school staff will contact the parents to request immediate payment. In individual cases of hardship, the Headteacher and/or the Business Manager may, at their discretion, agree a repayment plan with parents in order to recover a debt. If the requested immediate payment is not made, or any agreed repayment plan is not adhered to, the following will apply:

School meal debt: the child will no longer be able to have school lunches from the first day of the following week and a packed lunch must therefore be supplied.

Before, during and after school activity debt: the child will not be able to continue with such clubs from the first day of the following week and arrangements must be made to drop or collect the child at the beginning or end of the normal school day.

Residential trip debt: providing a remission of the cost of board and lodging has not been granted by the Headteacher as a result of a parent being eligible under the list of benefits detailed within Barnes Primary's Charging and Remissions Policy, the child will not be able to join the residential trip. Alternative arrangements will be made by the school and the child will join another class during the period of the trip.

Independent school reports: no further reports will be issued by the school.

Early Years privately paid provision: the child will not be able to continue with extended hours and/or lunchtime Forest School session from the first day of the following week. The child will continue to be eligible for 15 hours per week 'Universal Entitlement' and the school will

endeavour to accommodate the child in the parent's preferred session but this may not be possible.

Reporting

The Governors will receive a list of all debt outstanding at the end of each term.

The London Borough of Richmond upon Thames will receive a list of all debt outstanding at the end of the financial year. The decision on whether they will pass this to their legal department rests with the council.

Debt Write Off

If the Headteacher is of the opinion that a debt is impossible to recover, and the debt has not been passed to the London Borough of Richmond upon Thames' legal department for action, the write off limits set out in the school's Financial Management Procedures shall apply.

<p>Status</p> <ul style="list-style-type: none">• Last reviewed: December 2018• Next Review: December 2019
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