

Debt Policy

1. Purpose

The Governing Board recognises its responsibility to safeguard public funds and ensure that all monies owed to the school are collected promptly and efficiently. This policy sets out the procedures for recovering outstanding debts, write-off arrangements, authority levels and responsibilities.

2. Scope

This policy applies to school meals, nursery fees, wraparound care, educational visits, lettings, loss or damage to property and miscellaneous invoices.

3. Responsibilities

Governors approve and monitor the policy. The Headteacher implements the policy and authorises write-offs within delegated limits. The Organisational Director maintains debtor records and the write-off register.

4. Prevention of Debt

Payments should normally be made in advance and outstanding balances monitored regularly.

5. Debt Recovery Procedure



Stage 1 Reminder within 1 week of debt.

Stage 2 Formal Letter after a further 5 days and withdrawal of chargeable services

Stage 3 Final Demand.

Stage 4 Recovery Action including repayment plans, and seek legal advice where proportionate.

At every Stage the debtor MUST show RESPECT to the school staff and the procedure being followed. Failure to do so will result in withdrawal of access to services.

6. Vulnerable Families

Reasonable repayment plans may be agreed where families face financial hardship.

7. When a Debt May Be Written Off

A debt may be written off where all reasonable recovery action has been exhausted, the debtor cannot be traced, is insolvent or deceased, recovery costs exceed the debt or exceptional circumstances apply.

8. Delegated Authority for Write-Off

See table below.

9. Recording of Write-Offs

A Debt Write-Off Register will record the debtor, amount, reason, actions taken, approval date and approving officer.

10. Monitoring and Reporting

Outstanding debts and write-offs will be reported to the Finance Committee at least annually.

11. Equality and Fairness

The policy will be applied fairly and consistently.

12. Review

This policy will be reviewed every three years or sooner if required.

Amount	Approval Required
Up to £100	Headteacher
£101 - £500	Chair of Finance Committee
£501 - £5,000	Finance Committee
Above £5,000	Full Governing Board