



Rangeworthy CE VC Primary School **Debt Recovery Policy**

Rationale

The Governing Body has a responsibility for ensuring that appropriate procedures are in place to enable the school to receive all income to which it is entitled. For this reason it is important that the school has a policy for dealing with debts which is approved by the Governing Body.

Principles

The School will actively pursue debtors, including parents/carers for the collection of monies owed to it. This will be done by:

1. A verbal reminder or written copy of the original request for payment;
2. A written reminder of monies owed (from the Admin staff);
3. A written reminder of monies owed (from the Head teacher);
4. A further verbal reminder (from the Head teacher);
5. The Head teacher will then recommend the Governing body as to whether to waive the debt or pursue it further.

Pursuance of Debt

If the Governing body decide to pursue the debt, the school should:

- send the debtor as a minimum a final statement by recorded delivery, which states that this is the final notice and that further action will be taken.
- pursue the debt through the small claims procedure.

Waiving of Debt

A debt may be written off or waived by resolution of the Governing Body on the recommendation of the Headteacher. A recommendation to write off or waive a debt can be made by the Headteacher when either

- a) all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action; or
- b) it is believed the debtor is experiencing financial hardship.

Good practice:

The Headteacher and Administrative assistant will ensure that all letters requesting monies outstanding are accurately recorded and maintained.

Each case involving a family will be judged on the family's individual circumstances and the amount outstanding. Families who are believed to be enduring financial hardship will be advised of help available, e.g. application for free school meals.

Confidentiality of the family/ies involved will always be respected, with their identity only disclosed to those who are directly involved in recovering the debt.

The Governing Body:

- must consider the arrangements for debt recovery;
- must approve the school undertaking legal action in any particular case;
- must include in the minutes of its meeting or record of its decision, its approval to pursue any outstanding debt;
- will ensure that the identity of a family involved is only disclosed to those who need to know under this policy;
- may delegate its responsibilities under this policy to the Finance committee

Signed (Headteacher)

Signed (Chair of Policy Committee)

Date: 11th February 2024