



**St George's  
Primary School**

## **DEBT RECOVERY POLICY**

Any money owed to school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money.

The school will actively pursue the collection of monies owed to it.

The school's debt recovery policy will observe the relevant financial regulations and guidance set out in the Scheme for Financing Schools and any other legal requirements.

**The School is required to ensure that:**

- All invoices outstanding are accurately recorded and maintained.
- There is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that reminders were distributed, and/or phone calls made to debtors.
- For all outstanding debts, a final statement is issued to all persons liable for the charge. This statement must state "further action will be taken if this account remains outstanding after a period of no less than 30 days."
- No further school meals, are provided after a debt has exceeded £30.
- No further attendance at Dragon Club after a debt has exceeded £50.
- Children in Year 6 must remain in credit from the 1<sup>st</sup> April each year. No further meals will be provided if they have an outstanding amount on the account of more than £10.

**The Governing Body must:**

- Consider the arrangements for debt recovery.
- Approve the school undertaking legal action.
- Ensure the anonymity of the families involved is preserved at all times.

**Pursuance of Debt**

**The School should:**

- Reserve the right to pass onto the debtor any costs incurred in pursuing the outstanding debt.
- Give the debtor appropriate notification and time to pay the outstanding charge.
- Send the debtor a final statement, which states that this is the final notice and that further action will be taken.

This policy will be reviewed annually and is integral to the Financial Manual of Internal Procedures.