RUSSET HOUSE SCHOOL

DEBT RECOVERY POLICY

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

However, as all pupils at the school are currently eligible for a free school meal there are very limited circumstances when the parents are likely to owe money to the school.

Recovery of money owed

The school's Administrative Team is required to ensure that:

- All invoices are accurately recorded and maintained including outstanding invoices
- There is documentary evidence of all the steps undertaken by the school to recover any debt. This includes recording the dates that invoices and statements were distributed, and/or phone calls and letters that have been sent to debtors
- For all outstanding monies owed by parents, the following procedure should be adhered to:

  A letter will be sent to a parent informing them of money owed e.g. due to a lost item such as a library book after a second library book has been lost.
  A telephone call will be made to the parent 2 weeks after the letter has been sent to remind them of the money owed.
  If the debt is still outstanding 1 month after the letter being sent, a further phone call will be made to the parent.
  A child will not be able to borrow any further items from school after two library books have been lost.

Pursuance of Debt

The School should:

- not pass onto the debtor any costs incurred in pursuing the outstanding debt
- give the debtor appropriate notification and time to pay the outstanding charge

Waiving of Debt

The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship. A debt will be written off where it is not cost effective to pursue the debt.

Confidentiality

Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and a member of the Senior Leadership Team.

Role of Governing Board

The Governing Board must:

- consider the arrangements for debt recovery
- consider the maximum level of debt which any family would be able to incur
- approve the school undertaking legal action
- include in the minutes of the relevant Governing Body meeting their approval to pursue any outstanding debt
- ensure the anonymity of the families involved is preserved at all times