

# MOORSIDE COMMUNITY PRIMARY SCHOOL

## DEBT RECOVERY POLICY



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### **General Requirements**

Moorside Community Primary School (MCPS) will take all reasonable measures to collect debts as part of its management of public funds. A debt will only be written off after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it. MCPS's Debt Recovery Policy will observe the relevant financial regulations and guidance set out in the Financial Handbook for Schools and any other legal requirements. In particular:

- a formal record of any debts written-off will be maintained and this will be retained for 7 years.
- MCPS will initiate legal action to recover debts if approved by governors, (unless a decision to write-off the debt is demonstrably a reasonable course of action). Legal costs incurred (e.g. through the small claims court) will be added on to the debt.

Normally monies become overdue **30 days** after receipt of goods or services. However, to actively prevent any parents/carers from getting into debt, the procedure below will be followed:

#### **First Reminder:**

The first reminder will be sent by text on the 1<sup>st</sup> Friday following non-payment.

#### **Second Reminder:**

If, by the following Friday after the 'First Reminder', payment has not been received, a telephone call will be made and will be recorded on CPOMS along with any further actions or comments. If parents/carers request a payment plan at this stage, this must also be recorded.

#### **Formal Letter:**

If, after 7 days following the second reminder, payment has still not been made or the payment plan has not been adhered to, then a formal letter signed by the Headteacher

will be posted out (or sent home via pupil post). This letter will ask the parent/carer to contact school to set up a mutually agreeable payment plan.

**Failure to Respond:**

Failure to respond to the formal letter within 7 days will result in a cease of services (e.g. school dinners/Breakfast Café/additional nursery hours) subject to SLT approval, and will be referred to governors to approve the next course of action. The last course of action is either the initiation of legal action or writing off the debt which governors will decide.

A log of correspondence and telephone calls (Via CPOMS) and copies of all letters will be kept for audit and legal purposes.

**To avoid bad debts occurring:-**

- All orders for items, such as uniform, now require payment with the order
- All private hirers (other than the local authority using school premises for election purposes) are required to pay a 10% deposit on booking and the balance to be paid not later than ten working days before the event. In the event of payment not being received the booking will be cancelled.
- School meals should be paid for 5 days in advance on the Monday or the start of each week.
- If the debt is for school meals, the SLT will decide whether the child/ren can continue to receive school meals.

**Policy Review**

This policy will be reviewed regularly by the Resources Committee

**Signed:**.....  
Committee Chair

**Date:**.....