



Pirton Hill Primary School

Debt Recovery Policy

Originated by: SLT
Ratified by Governors: Spring 2024
Review date: Spring 2025

Overarching Values

Expect: *We all **expect** to work hard, and meet our own high expectations, in a safe environment with access to high quality resources and opportunities that broaden our horizons.*

Believe: *We all **believe** in ourselves, and each other, and know that everyone has something special to contribute.*

Achieve: *We all have the opportunity to **achieve**, and fulfil our potential, regardless of our backgrounds.*

Enjoy: *We all strive to develop passionate and determined life-long learners who **enjoy** learning, understand how to progress and take pleasure in succeeding.*

1. Aims

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

This policy sets out the procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

This policy currently includes but is not limited to payments for School Lunches and the Year 6 Residential Trip which are the only non-voluntary payments that the school presently operates. Where appropriate, this debt collection model may be used for any other monies the school wishes to collect in the future.

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers. In individual cases of hardship, the Head Teacher may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

2. School Meals

School meals are outsourced to an external provider and must be pre-ordered and paid for before 8.55am on the day.

The Governing Body has adopted a NO DEBT policy relating to the provision of school meals and will not allow a child to take a school meal if it has not been pre-ordered and paid for.

Paying for meals only applies to parents / carers of children in Year 3-6 who are not entitled to free school meals.

If a Key Stage 2 parent / carer has not ordered a meal, then the school will contact the parent / carer and they have two choices:

- (a) Bring a packed lunch for their child
- (b) Purchase an Emergency Hot School Meal (a jacket potato). This involves the parent / carer making a payment on Weduc and then us paying Dolce for the meal.

3. Year 6 Residential Trip

For payments not received, where alternative arrangements have not been made, the following procedure will be followed:

- Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.
- The Business Manager will discuss with the parents concerned a payment strategy.
- If full payment has not been received 1 month prior to the start of the planned trip, the head teacher will contact the parent by phone and will remind them that their child will be unable to take part unless payment is made.

4. Reporting of outstanding debt levels

The Headteacher/School Business Manager will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school.

5. Debt Write Off

If the Head Teacher is of the opinion that a debt is impossible to recover, the write off limits set out in the LBC Schools Financial Procedures will apply:

- Approval by the headteacher for any debts of less than £100.
- Approval by the Resources Committee for any debts between £100 and £500.
- Approval by the Governing Body for any debts over £500.

Appendix 1 – Debt Collection Model

Stage 1: A child's account goes into debt.

The school will telephone the parent/carer to ask them to pay the debt. The parent/carer will receive a Weduc message if they cannot be contacted by telephone.

Stage 2: The debt is remains unpaid after 28 days.

A member of the Senior Leadership Team will telephone the parent/carer to advise that the debt remains unpaid. Unless the debt is paid the child will be removed from the activity / further activities. A reminder message will be sent home.

Stage 3: The debt is remains unpaid after a further 28 days.

A letter will be sent home advising the parent/carer that they need to attend a meeting with the Head Teacher to discuss what further action can be taken in order to work towards a payment plan.

Stage 4: Outstanding debt

If the debt is still outstanding after 1 term, Governors will be informed.

If the debt is outstanding once a pupil leaves the school the governors may instruct the head teacher to pursue the outstanding debt through the small claims court.