



Parc Eglos School Debt Policy

Introduction

This policy is to ensure that all services provided by Parc Eglos School, wherever possible, are paid for at the time that they are provided. This policy is written to ensure that:

All debts will be recorded and non-payment will be followed by issuing reminders as outlined below

Where a service is provided non-payment will result in such service being withdrawn until the debt is either cleared or scheduled for payment. This will be at the discretion of the Headteacher or governors, dependent on the level of debt.

Timescale for debt collection

School dinner money - This is required for payment as a minimum at the beginning of the week in which the lunch is taken. Non-payment resulting in a debt of £11.00 per child may result in the service being withdrawn subject to the conditions above.

School trips/Residential Trips - Payments are required according to the payment schedule as described in the letter home to parent/carers. Payments can be made in various instalments when meeting the payment deadline. Non-payment may mean the trip is cancelled (see Charging Policy).

Lettings / Invoices - If an invoice is raised payment terms of 14 days will be stated on the invoice.

Procedure for the Collection of Debts

It is expected that, where parents are finding it difficult to make payments, they will contact the school to agree a Payment Plan as soon as possible. In the event of parents not contacting the school, the following procedure will be followed:

Stage One. Polite Reminder letter indicating amount outstanding and methods of payment.

Stage Two. Second reminder letter indicating amount outstanding and methods of payment.

Stage Three. Letter indicating amount outstanding, methods of payment and a specified time frame for payment before the implementation of Stage Four.

Stage Four. Phone call from Business Manager regarding previous letters sent,

Stage Five. Application made to County Court to initiate Small Claims Procedure.

If a debt is not paid within the required timescale above, the school will follow the procedure below.

For invoiced debt:

1. Two weeks from the date of the invoice - a second reminder.
2. Two weeks from the date of the second reminder - final reminder.

3. Six weeks from the date of the original invoice - Further final reminder by recorded delivery with letter from *Governors* regarding possible legal action.
4. After 14 days when the debt is still outstanding, legal action to be considered and the debtor informed of this in writing.

For other school income:

1. One week after the payment is due - a reminder to go home with the child.
2. One week after the reminder - a second reminder to go home via post and a call home to see if the problem can be resolved.
3. One week after the second reminder - a letter from the Business Manager requesting contact with school regarding payment.
4. If no contact is made within a week - a letter from the *Governors* detailing legal action.

Service will be withdrawn at the discretion of the Headteacher or Business Manager.

Writing off debts:

In truly exceptional circumstances and where every effort has been made to collect the debt / legal action is considered impractical or unsuccessful, the debt may be written off at the discretion of the *Governing Body*.

Review & Approval Date	January 2015
Signed by Chair of Governors	John White
Signed by Headteacher	Brett Dye
Next Review Date	September 2017