

# Hanbury's Farm and Oakhill Primary Schools Federation



## School Debt Recovery Policy 2025

<b>Title</b>	School Debt Recovery Policy
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<b>Signature</b>	
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### Introduction

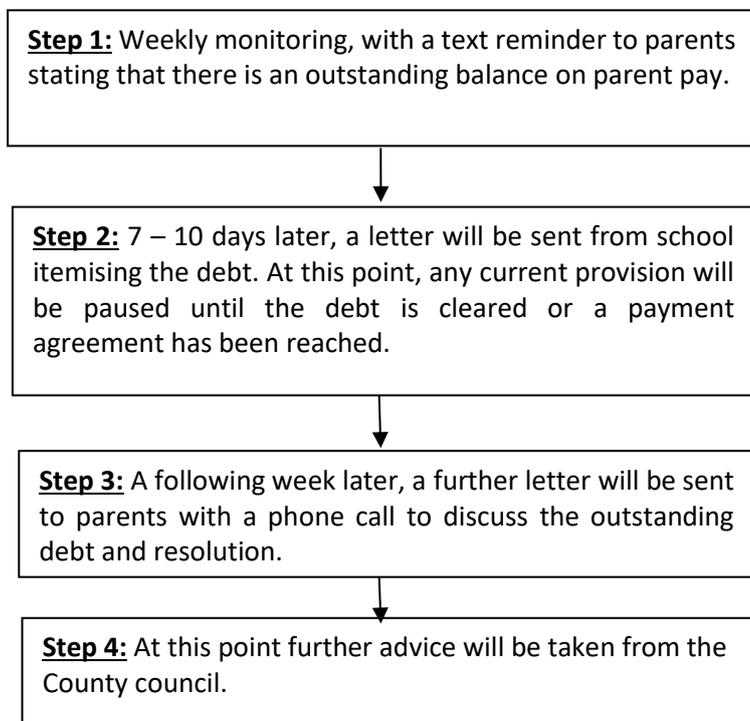
The school's governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

### Aims and Objectives

- To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;
- To protect the delegated school budget;
- To apply this policy consistently to ensure debt is dealt with in a timely manner;
- To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

## The Debt Recovery Process

Hanbury's Farm and Oakhill Primary School Federation has its own procedures in place which are used to collect income. The flow chart below shows the steps that we take to remind parents/ carers of any debts recorded.



After all of the above steps have been completed and in the event that payment is not forthcoming, an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures being implemented.

When all practical and cost effective methods of debt recovery have been exhausted by the County Council, the school will be notified of the amount of debt that is considered to be irrecoverable. The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt. It should be noted that Staffordshire County Council are able to take debt recovery action for up to six years.

## Monitoring Debt

Monitoring debt is crucial for maintaining financial stability and avoiding excessive liabilities. Regularly tracking outstanding balances helps identify potential issues early and allows for timely interventions. When a debt reaches £100, it is essential to implement measures to prevent further accumulation. At this threshold, all provisions will be ceased to ensure that the debt does not escalate beyond manageable levels. This approach helps safeguard financial health and encourages responsible borrowing and spending habits.

## Dinner Money

Payment for schools meals should be made **in advance**. All dinner money is collected through Schoolgrid. A reminder will be sent immediately to parents who have dinner money payments outstanding and it is then expected that the balance is cleared before the following week.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served until the arrears reach £15 after which point no further meals will be served

### **Tractor Club**

Payment for Tractor club should be made by the end of the week for the sessions attended through Parent Pay. At the end of each week, parents/carers are expected to complete payment. If this payment hasn't been made, a text will be sent on the Monday to remind parents of the outstanding balance.

In the event of non-payment after 10 school days, the governing body will remove access to the provision until the debt is cleared.

### **Residential visits**

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Deposits are non-refundable.

Payment must be made in full before the departure date or the child will not be allowed to attend. If a child is unable to attend, the individual costs cannot be returned due to the non-recoverable expenses to the school.

### **Lettings**

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client in line with the Charges and Remissions Policy.

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void and the client will be refused future hires.

### **The Governing Body**

The business committee will receive a financial report sharing the percentage of income for educational trips and a summary of any debt linked to Tractor club and school dinners termly.