

Wilden V. A. Primary School

A Church of England School



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Debt Recovery Policy 2020

Our School Vision

The mustard seed, the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches.

Matthew: 13, v 32

In partnership with parents, governors, St Nicholas Church and community, we strive to ensure all children are embraced and nurtured. Our creative curriculum teaches our children to be generous, loving, resilient, inquisitive and courageous; enabling them to flourish as they journey through God's ever changing garden of life.

1. Introduction

The school will actively pursue the collection of monies owed to it. This policy incorporates school meals. The school will ensure confidentiality and anonymity of the families involved will be preserved at all times.

2. The school is required to ensure that:

- All monies outstanding are accurately recorded and maintained, including the date by which payment must be made.
- There is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that reminders were distributed and/or phone calls and letters that have been sent to debtors.
 - i. Reminder - text message sent using www.schoolmoney.co.uk
 - ii. 1st letter from the School Office Manager - reminder giving 10 working days to pay backed up by system print out from www.schoolmoney.co.uk
 - iii. 2nd letter from the Head Teacher - Final letter
 - iv. 3rd letter from the Governing Body - informing of legal action
 - v. 4th letter from the solicitor

- For all outstanding debts, the final letter is issued to all persons liable for the charge. This letter must state "further action will be taken if this account remains outstanding after a period of 10 working days".

3. Pursuance of debt

The Governing Body has agreed:

- The arrangements for debt recovery
- That 10 days is the maximum level of school meal debt which any family would be able to incur
- To consider undertaking legal action
- To include in the minutes of the Governing body their approval to pursue any outstanding debt.

The school should:

- Give the debtor appropriate notification and time to pay the outstanding debt.
- Send the debtor as a minimum a letter, which states that this is the final notice and that further action will be taken
- Notify the Governing Body of any outstanding debts
- Pass on to the debtor, any costs incurred on the recovery of the outstanding debt.

4. Waiving of the debt

- A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
- The Head Teacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship, up to £100.
- Any action related to an outstanding debt or the waiving/reducing of a debt should be dealt with confidentially and between the debtor and the Head Teacher
- A debt over £100 can only be written off by resolution of the Governing Body on the recommendation of the Head Teacher up to the value of £5,000.

This policy has been ratified by the Governing Body.

Head Teacher

Date

Chair of Governors Mr A Parkin

Date 03.12.20