



Ravensbury Community School

Debt recovery Policy

Date: January 2022

Agreed by governors: 24.01.2022

Review date: January 2024

Induction

The school has a duty to ensure that it receives all the funds to which it is entitled to. This policy has been created to ensure the appropriate procedures are in place to deal with debts and the recovery of assets.

It encompasses all debts owed to the school including, but not limited to, payments for goods, services and school meal payments.

Parents and carers should be made aware of and given access to this policy and the school's procedures. It will be included on the school's website and made available to view at the school on request.

The principles

- The school will not write off any debts that exceeds £500 except in exception circumstances.
- The school will not write off any debts owed by the Local Authority
- A full record will be kept of debts owed to the school for 7 years. This will include all invoices.
- The school will not initiate legal action to recover debts. However, it may refer uncollected debts to the Local Authority's legal team to consider such action.

Roles and responsibilities

The Headteacher and office staff will ensure that:

- Letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded including dates.
- A final reminder is sent by recorded delivery to debtor.
- Family cases will be judged fairly and according to the circumstances of the family involved.
- The privacy of the family involved will be respected and only made known to those who need to know.
- The level of outstanding debt can be determined at any time.

The Governing Body:

- Will prescribe and regularly review the arrangements for debt recovery
- Must approve any legal action
- When action is approved it will be recorded in the minutes of the relevant meeting
- Will adhere to the privacy arrangements
- May delegate its responsibilities under this policy to the Headteacher

The Process for pursuing debts (except Dinner Money)

Informal Reminder – The debtor will be informally reminded in person or by telephone/ text that they owe money to the school.

First reminder letter – If the debt is yet to be paid two weeks after the informal reminder, a formal letter will be sent to the debtor.

Second reminder letter – If the debt is yet to be paid two weeks after the first formal reminder, a second formal letter will be sent to the debtor. These letters allow the debtor every opportunity to settle their debt and ensure the school can prove all reasonable steps have been taken to recover the debt should the issue proceed further.

Final reminder letter – If no response is received following the second reminder, the school will a letter to the debtor after a further week advising them that they will be referring the matter to the Local Authority to consider legal action. At this point the debtor maybe advised, at the discretion of the governing body, that they will have to pay in advance for certain service in the future.

Possible legal action – At this juncture the appropriate body will decide whether to take legal action against the debtor.

Waiving of debts

The waiving of debts is at the discretion of Ravensbury Community School.

The Headteacher is authorised to waive debts of up to £100 but the reasons must be clearly documented and reported to the Resource Committee.

Debts between £100 and £500 will only be waived with the approval of the resource committee on a case to case basis and only when reasonable consideration has been taken

Debts of £500 or more will never be waived except in exceptional circumstances.