

Clewer Green CE Aided First School

Inspiring Children

Hatch Lane, Windsor. SL4 3RL Tel: 01753 864544 Email: clewergreen@rbwm.org
Website: www.clewergreen.org.uk
Headteacher: Mr M Tinsley



Vision: Every child has been blessed by God with unique potential. Our vision for Clewer Green is to inspire and nurture children in a safe, happy and caring Christian community, where everyone is valued and enjoys learning.

DEBT RECOVERY POLICY

This policy should be read in conjunction with the school's Lettings Policy

The collection of income whatever the source is important to the School. It is clearly also important that the money is collected as efficiently as possible, but without losing sight of the fact that this money is, in the main, collected from local businesses, residents and possibly parents of the pupils. It is important therefore, that the School is seen, at all times, to be operating in a fair and reasonable manner.

To prevent non-payment or late payment the school should;-

- Where possible, all letting fees should be paid in advance.
- For one-off lettings a refundable deposit of up to £50 in case of damage should be collected.
- All invoices issued should be paid within fourteen days of issue (or sooner if lettings date is before this deadline).
- A fee for late payment of invoices of £5 will be charged at the school's discretion.
- The school reserves the right to cancel the letting should the fee not been paid in advance. A cancellation fee of £10 (on a sliding scale related to period of notice) may be charged.

In all cases prompt pre-payment will be encouraged. If a cheque is 'Returned Unpaid' recovery action will start with appropriately worded reminder letters and any costs incurred by the school in bank charges shall be added to the outstanding letting charge. During later stages of the recovery process the chosen course of action will be tailored to specific cases and sums of money involved (it may not be cost effective to pursue a bad debt). Possible actions may be:

- Reminder letters.
- Letter from Borough's legal dept detailing plans to go to small claims court
- Application to small claims court for debt recovery
- Where a debt relates to regular hire of a facility, a notice to quit will be issued unless satisfactory payment arrangements can be guaranteed.
- Debt will be considered for write off in appropriate cases. Consideration will be given to the value of debt, cost collection, and ability to pay.
- Notify Audit/Bursar Support of the names of any bad debtors so that other schools can be warned

OTHER RELATED POLICIES

The Debt Recovery policy should be read in conjunction with other relevant school policies.

Revised November 2018
Review date November 2021

Date _____

Kate Kelliher, Chair of Governors

Appendix 1

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Scale of Charges for Lettings

New Hall & Facilities

Pupil Based lettings after school	£10 per hour
Pupil Based lettings weekends & holidays	£10 per hour + £20 Key Holder Fee
Non Pupil Based lettings (Private)	£30 per hour + £20 Key Holder Fee
Charity / Community Based lettings	£50 per day / evening

Studio Hall

Pupil Based lettings after school	£10 per hour
Pupil Based lettings weekends & holidays	£10 per hour + £20 Key Holder Fee
Non Pupil Based lettings (Private)	£15 per hour + £20 Key Holder Fee
Charity / Community Based lettings	£50 per day / evening

Community Room & Facilities

Pupil Based lettings after school & holidays	£10 per hour
Non Pupil Based lettings	£10 per hour + £20 Key Holder Fee
Charity / Community Based lettings Out of School hours	£10 Key Holder Fee
Polling Station flat fee	£100 + £20 Key Holder Fee

These charges have been approved by the Governing Board of Clewer Green CE Aided First School and are to cover the costs of opening and closing the school and any cleaning of rented areas after being let. A refundable deposit of £50.00 will be required for any one off letting that is not pupil based.

Revised Date – November 2018
Review Date – November 2019

_____ Date _____

Kate Kelliher, Chair of Governors