

# ST GREGORY'S CATHOLIC PRIMARY SCHOOL

## DEBT MANAGEMENT POLICY

### 1.0 INTRODUCTION

1.1 The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

1.2 This policy sets out procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

### 2.0 POLICY

2.1 Payment should be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, ie less than £50.

2.2 Where payment is not received at the time when the goods or services are delivered a reminder will be raised as soon as possible but normally within 10 days after a debt becomes due.

2.3 A demand for payment will require payment within 30 days from the date of issue, this is done via text message and followed up with a formal letter

2.4 A first reminder will be issued if no payment is received within 30 days. A final reminder will be issued 14 days after the initial reminder stating that legal action will be considered if payment is not received within 14 days.

2.5 At each Governing Body/Resources Committee meeting, the head teacher is required to inform the governors of any debt which is still outstanding after the 14 day period following the final reminder together with any proposed action. This may be a referral to a debt collection agency, to solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost-effective.

2.6 Outstanding debt of up to £100 may be written-off by the head teacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the Resources Committee for information at their next meeting.

2.7 Write-off of outstanding debt in excess of £100 must be approved by the Resources Committee following submission of details of the debt by the head teacher together with reasons for no further action being taken.

### 3.0 **DINNER MONEY/ MUSIC TUITION FEES POLICY**

3.1 Dinner monies/music tuition fees should be paid in advance by Parentpay.

3.2 Where any dinner monies/music tuition fees remain outstanding reminder notices will be issued at the month end requiring immediate action to rectify the situation.

3.3 A further cumulative notice will be issued after 60 days showing the total outstanding debt. If this is not satisfied in part or in full within 10 school days, the school reserves the right to stop supplying any further school meals/music lessons to that pupil(s) until such time as the debt is paid.

September 2022

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