

St Saviour's C of E Academy

Debt Policy

September 2021

Introduction

The school's Governing Board 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 Board 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

St Saviour's C of E Academy has procedures in place which are used to collect income. However, in the event that payment is not forthcoming then provision of services will be withdrawn until payment is made in full. If payment is still not rendered, we will be using the services of Debtco One (a professional debt collection service) whose costs (approximately 15% of the debt) will be recovered along with outstanding debt.

Dinner Money

Payment for school meals should be paid in advance and paid online via School Money account.

The school office will reconcile each day the payments received to the meals ordered and any discrepancy will be investigated.

Governors have decided on the following policy regarding unpaid meals:

Day one - Parent/carer phoned with the option to bring either money into school or a packed lunch

Day two – if outstanding payment still not received, another call made to parent/carer requesting either payment or a packed lunch

At the end of the first week, a referral will be made to First Response under the category of neglect in line with School's Child Protection Policy (available on the School's website or School Office on request)

The outstanding debt will be referred to Debtco One and recovery action pursued

Any parents experiencing difficulty with either payment or providing their child (ren) with an appropriate school dinner please contact the school office immediately.

Breakfast Club

Payment for Breakfast Club should be made in advance online via School Money account or Childcare vouchers.

In the first week, a reminder by day three would be given followed by a warning on days four and five

Any non-payment will result in the parent/carer being informed that they can no longer use the facility and the debt will be referred onto Debtco One and recovery action pursued

Board and lodging on 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 to opportunity to pay in instalments should they wish.

Payment must be made in full before the departure date or the child will not be allowed to attend.

Remissions

In some cases, governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of; extended school activities, music tuition or residential visits. This is included within the Charging and **Remissions Policy (reviewed annually)**.

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 Academy for recovery. The letting agreement will be void and the client will be refused future hires.

Written September 2021

Review September 2022

Principal L Davis

Chair of Governors M Weller



Signed

Signed

