



DEBT RECOVERY POLICY

Policy Owner	Bridge Short Stay School
Approved by Management Committee	2nd November 2022
Next Review Date	September 2023

BRIDGE SHORT STAY SCHOOL SCHOOL DEBT RECOVERY POLICY 2022/23

Introduction

The schools management committee 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 management committee 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

Bridge Short Stay School have their own procedures in place which are used to collect income. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent /carer/customer at their home/business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

Dinner Money

The Bridge Centre does not currently charge for a school meal.

Extended school activities

There are no extended school activities chargeable at Bridge SSS.

Music tuition

There is no chargeable music tuition at Bridge SSS.

Board and lodging on residential visits

The Bridge Centre does not provide residential visits

Remissions

In some cases the management committee have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduce 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

Bridge Short Stay School does not currently let the premises.

Exam fees

Students who attend The Bridge Centre do not re-sit exams so therefore no charges are made. This is also the case if a student misses an exam.

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The management committee will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.

This Policy is reviewed annually

Reviewed September 2016

Reviewed September 2017

Reviewed September 2018

Reviewed September 2019

Reviewed January 2021

Reviewed November 2022