



Caring and Achieving

All Saints' CE (VC) Primary School Debt Recovery Policy 2019

Introduction

The school's governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. All Saints' CE (VC) Primary School will therefore take all reasonable measures to collect any monies owing to it as part of the management of public funds. Collecting money from parents and carers is a sensitive area; we deal with issues of debt collection with sensitivity and confidentiality at all times.

Aims and Objectives

At All Saints' CE (VC) Primary School we comply with all Staffordshire requirements for Financial Regulations for Schools with regard for the following aims:

- To ensure that there are sound and proper financial procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect the school governors, Headteacher and school employees.

Procedures

All Saints' uses the Integra Finance system for invoices and payment, therefore the County Council income team carries out standard debt recovery procedures on behalf of the school. The following procedure will be employed for all outstanding debts (of 14 days or longer):

- A gentle reminder (telephone, text or one to one);
- A formal letter (by Parent Pay, email or post);
- A second formal letter
- A third letter informing the debtor that the debt has been passed to the County Council income team.

When all practical and cost effective procedures have been exhausted by the County Council Income team, the Director of Finance and Resources will notify the school of the amount of the debt that is considered to be irrecoverable and should be written off. Writing off a debt will lead to a charge being made on the school budget as the income was credited to the school budget when the invoice was raised. The Governing Body must:

- Approve the writing off of any debt in relation to the school budget;
- Take into account their review of the age and size of the debt together with the advice from the Director of Finance and Resources, i.e. for debts under £10.00.

Dinner Money

Payment for school meals should be paid in advance, and parents or carers are notified well in advance of the costs. At All Saints' CE (VC) Primary School, Parent Pay (cashless

online system) is used for the collection of dinner money. This will apply to Key Stage 2 pupils only, as Key Stage 1 pupils are receiving Universal Free School Meals from 2nd September 2014. Parents are encouraged to pay half termly or termly in advance. Payments are recorded and reconciled by either the Clerical Assistant or the Office Services Manager. Payments can be made online by parents using credit/debit cards or by cash using a requested pay point card. The payments are recorded and banked by the ParentPay system. Parents/carers will be reminded by letter, text or email if payment is not received and the arrears is in excess of £10.00. After stage 3 of the procedure (see list above) has been implemented then a further letter will be sent advising parents that their child should bring in a packed lunch as their child is no longer entitled to a school meal. Every effort will be made by school to make personal contact to ascertain whether financial difficulties are present and then to give advice accordingly. All reminders (copies of letters, record of verbal reminders, texts, emails, etc.,) will be kept on file.

Outdoor Education:

All children in KS2 have the option to attend an outdoor education centre. Parents are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Payment must be made in full before the departure date. Payment, either in full or in instalments, is made via ParentPay.

Implementation, Monitoring and Review:

Day to day implementation of the procedures is carried out by the Clerical Assistant and Office Services Manager. The Office Services Manager will present a report to the Governors of any Outstanding debts and explain the procedures followed to date.

Review of the policy will take place every year or sooner as necessary.

Adopted by Governors on 10.10.19

Review Date: 10.10.20