



Windsor Park CE Middle School

Learning for Life

"Teach me good judgement and knowledge"

Psalm 119:66

School Debt Policy

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Respect & Resilience & Responsibility

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 & Objectives

- To ensure that the Governing Board complies with the Staffordshire Scheme for Financing Schools & Financial Regulations and Academy Financial Handbook;
- 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

Windsor Park C E Middle School has their own procedures in place which are used to collect income as stated in the Charges & Remissions policy. However, in the event that payment is not forthcoming then an official invoice will be raised on the ULT HCSS finance system which will lead to the ULT debt recovery procedures as follows:

1. Invoice raised with payment terms of 28 days
2. A reminder is sent 3 days after the 28 days has expired
3. 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

All payments for lunch, breaks and snack must be deposited into Parent Pay. No cash will be taken for catering unless in special circumstance i.e. charity fundraising.

The catering budget will be reconciled each week via the Parent Pay system into the HCSS finance system. If there is no credit balance on pupils account a phone call to parents will be made and the pupil will be allowed one meal to deficit the account, no further credit will be given until the debt is paid and the account is in credit.

Governors have decided on the following policy regarding unpaid meals:

- A basic meal (sandwich) only will be provided to pupils where the parent has not paid
- A meal will be served until the arrears reach £5 meals after which point no further meals will be served

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Extended School Activities

Payment for extended school activities should be made via Parent Pay onto the pupils account. For parents who do not have the facility to transfer funds onto that account, a letter with a bar code attached will be sent home to parents where they can pay in at any shop with a Pay Point facility.

If in the event that payment has not been made then, at the end of the week, parents/carers will be sent a letter and email requesting payment within 28 days.

Any non-payment after 28 days will result in the parent/carer being sent an invoice to request payment. If payment is still not received no further places will be available on school activities or visits until the account is in credit.

If the debt is ongoing this will be referred to governors to decide as to whether they proceed with small claims court or write the debt off in special circumstances.

Music Tuition

Music lessons are provided by Entrust therefore parents/carers will pay the termly amount owing to Parent Pay. Payments/non-payments are the responsibility of the school and will use their own debt recovery procedures and will cancel lessons accordingly. For pupils in receipt of Pupil Premium the school will pay invoices directly issued by Entrust.

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 & Remissions Policy.

An invoice generated through the HCSS finance system will be issued to the company or individual, either monthly or termly (however the contract has been agreed). Failure to pay will result of cancellation of the booking immediately. This will be referred to governors to decide either to take the matter to the small claims court or to write the debt off. The client will be refused all future lettings and hiring of premises.

Writing Off Debts

When all practical and cost-effective methods of debt recovery have been exhausted, the governors will be notified of the amount of debt that is considered to be irrecoverable.

The Governing Board will take into account the age and size of each debt and any advice from the ULT before making a decision to write off debt.