



# St. Osburg's Catholic Primary School

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Head of School: Mrs Nicola Rynott



## **St. Osburg's Catholic Primary School**

### **Debtors Policy**

The policy of the governors is to ensure that all viable steps are taken to recover money due to the school.

The governors aim to minimise the number of instances that credit is given and to take prompt and appropriate recovery action in respect of unpaid debts.

#### **Procedure**

Complete paperwork relevant to the goods or services being provided. e.g. music tuition, school trips, school meals.

Wherever possible obtain payment in advance of the goods or services being provided. For economy reasons do not issue invoices for sums below £5.

If an invoice is to be sent, issue it as soon as possible.

Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headteacher must consider withdrawal of credit facilities and request the individual/organisation to pay for goods/services/facilities at the time they are consumed.

#### **COLLECTION OF DEBTS**

##### **Dinner Money Debts**

- Monitor outstanding dinner money debts weekly
- Inform parents that the account is in debt by the end of the week.
- If the debt is not cleared a statement of account is sent home and a follow up phone call is issued (by the Monday of the second week)
- If money is not paid then school dinners are withdrawn and only sandwiches are given for a further 3 days
- If deadline is not met, dinners will be withdrawn and parents have to provide a packed lunch until the debt is cleared.



- If parents refuse to provide meals for their child this may lead to a referral to Social Care
- Any payments made for dinners will be used to clear the debt in the first instance before being used for a full school meal.

### **Curriculum Activity Debts**

- All clubs must be paid in advance at point of booking.
- Monitor payments and outstanding debts regularly
- In needy cases, after consultation with parents and in agreement with governors, Pupil premium may be used to pay debt.

### **Invoiced Income e.g. Music Tuition**

- All clubs must be paid in advance at point of booking.
- Monitor payments and outstanding debts regularly
- In needy cases, after consultation with parents and in agreement with governors, Pupil premium may be used to pay debt.

### **Offsetting other Payments to clear debts**

If a parent has a debt in school, if a payment is made for another service or trip this money will be used in the first instance to clear the outstanding debt.

Authority to write off unpaid debts is as follows:

<b>Up to £500</b>	~	<b>Headteacher</b>
<b>£1,000 - £5000</b>	~	<b>Board of Governors</b>
<b>Over £5000</b>	~	<b>Board of Governors and City Treasurer/ Director of Finance and Corporate Services</b>

