

OAKTHORPE PRIMARY SCHOOL

DEBT POLICY



Reviewed: 16th October 2023

Chair: C. Binns

Head Teacher: J. Garrad

Review Every 3 years or sooner if required

Debt Policy

The School has a responsibility for ensuring that appropriate procedures are in operation to enable the school to receive all income to which it is entitled. The school will actively pursue the collection of monies owed to it. Oakthorpe Primary School has adopted a NO DEBT policy relating to provision of clubs including breakfast club. This will in effect mean all charges will be paid in advance via Parent Pay or a PayPoint Card

The Finance team is required to ensure that:

- all invoices outstanding are accurately recorded and maintained
- there is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed, and/or phone calls and letters that have been sent to debtors.

The Governing Body:

- has considered and approved the current arrangements for debt recovery
- approve the school undertaking legal action.
- will include in the minutes of the Governing Body their approval to pursue any outstanding debt.
- ensure the anonymity of the families involved is preserved at all times.
- adopted a clear debt policy with regards to school meals following the introduction of Parent pay.

Pursuance of Debt

The School will:

- not pass onto the debtor costs incurred in pursuing the outstanding debt.
- give the debtor appropriate notification and time to pay the outstanding charge
- send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.

Waiving of Debt

- The Headteacher can waive or reduce the debt up to £50, where it is believed the debtor is experiencing financial hardship. If the debt is above £50, the Governing Body will be consulted.
- A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.
- Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and the Headteacher.

Debts can be incurred through non or part payment of any of the following:

1. Squirrels After School Club
2. Breakfast Club
3. Equipment purchase or hire
4. Equipment damage or loss

The school aims to consider all parents/carers situations and circumstances on an individual basis; however, the school has a duty to collect all monies owed. The school always looks at the needs of the child and aims to act fairly and equally.