

Debt Management Policy



Policy developed by Mrs Smith (School Business Manager): February 2025

Policy approved by Governors: April 2025

Phiona Taylor

Chair of Governors

Mr M Grogan

Headteacher

Policy shared with staff and shared on the school website: April 2025

'Never settle for less than your best'

Jesus said, 'I am the light of the world. Whoever follows Me will not walk in darkness, but will have the light of life.' John 8:12

DEBT MANAGEMENT POLICY

Our school motto

Never settle for less than your best.

Our Vision

Following in the footsteps of Jesus, each member of our community will flourish as resilient, respectful and adaptable individuals prepared for life's journey. Along the way we will encourage and inspire each other to continue growing as beacons of light in our own lives and the wider world.

Our Mission Statement

St. George's Central seeks to provide quality education rooted in the Christian faith, serving the spiritual, moral, and educational needs of the community of which it is part.

Introduction

The governing body has a duty to ensure that St George's Central CE Primary School and Nursery receives all the funds to which they are entitled. This policy has been created to ensure the appropriate procedures are in place to deal with debts and the recovery of assets. School are committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established policies and procedures to ensure that no child is discriminated against by our offering of school trips, activities and educational extras. It encompasses all debts owed to the school including, but not limited to, payment for goods, services and facilities. Parents/carers should be made aware of, and given access to, this policy and the school's debt recovery procedures. It will be included on the school's website and made available to view at the school on request.

Legal Framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2018) 'Charging for school activities'
- DfE (2018) 'Schemes for financing schools'

This policy operates in conjunction with the following school policies:

- Business Continuity Policy
- Anti-fraud and Corruption Policy
- Data Protection Policy
- Records Management Policy

Roles and Responsibilities

The Headteacher and School Business Manager will ensure that:

- A full record is kept of debt owed to the school for seven years. This will include all letters requesting money, reminders and invoices.
- All letters requesting money are accurately recorded and those records maintained.
- Evidence of the steps taken by the school in pursuance of debt is recorded, including dates and times of both letters and phone calls.
- Family cases are judged fairly and according to the circumstances of the family involved.
- The privacy of the family involved will be respected and will only be made known to those who need to know.

The Governing Body:

- Will regularly review the arrangements for debt recovery
- Will be informed of any legal action taken
- Record approved action in the minutes of the relevant meeting
- Will adhere to the privacy arrangements
- May delegate its responsibilities under this policy to the Headteacher.

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The process for pursuing debts

This Debt Management policy includes and covers the following:

- School Meals
- Breakfast Club
- Nursery Paid Provision
- Private Music Lessons
- School visits
- School Lettings

The process for recovery of all other debts is as follows:

1. Payment should be obtained as and when the goods/services/facilities are provided, wherever possible, where the value of goods and services is relatively small, i.e. less than £100.00.
2. Where payment is not received at the time when the goods/services/facilities are delivered, the debtor will be informally reminded by school (after 7 days) via telephone call or Tucasi generated letter, that they owe money to the school. If no payment is made then the service is removed; nursery paid sessions, lunch meals.
3. If no payment is received within 7 days, at this stage an invoice will be raised stating that the amount is due and payable at the invoice date.
4. If payment is still outstanding after two weeks of the date of the invoice, a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full, within a further 14 days of the date of the reminder.
5. Where only part of the debt has been settled a final reminder for the balance outstanding should be issued four weeks from the issue of the invoice. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the final reminder.
6. Where a debtor requests permission to settle the debt by instalments and extend the normal terms and conditions of supply, an application must be made in writing explaining the reasons for non-payment of the outstanding debt.

The Headteacher will agree the revised terms, which will not exceed 49 days from the date of issue. If the debt is not settled within the 49 days, then a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled within 14 days of the date of the final reminder.

7. Governor's will be informed at the termly finance meetings of any outstanding debts after the 14 day period and any proposed actions will be discussed i.e. legal action to be taken or to write-off the debt if there is no realistic prospect of debt recovery being successful, or if further action is not cost effective.
8. Outstanding debts of up to £50 may be written off by the Headteacher provided that any proposed actions are discussed and details of the debtor, amount written off and the reason for no further action being taken is reported to the next Governors finance meeting.
9. The write off of outstanding debts in excess of £50 must be approved by the Governors finance committee following submission of the details of the debt together with reasons for no further action to be taken.
10. A write off must not be communicated to the debtor. It is not an acknowledgement that the debt does not exist but is an internal transaction in the accounts of the school, which removes the debt from the records.

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