

# Debt Recovery Policy

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Any money owed to the school has an impact on the budget and may affect the resources the school can provide to pupils.

Epinay School will take all reasonable measures to collect debts as part of its management of public funds. A debt will only be written off after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

This policy will observe the relevant financial regulations and guidance set out in the Financial Handbook for Schools and any other legal requirements.

- The Governing Board will not write off any debt belonging to it which exceeds £500. Any sums above this amount will be referred to the Audit Department of the Local Authority before writing off. If any debtor has a number of debts which together exceeds this amount, then these sums will be treated as a total amount.
- A formal record of any debts written off will be maintained and this will be retained for 7 years.

Suitable records will be maintained to detail individual debts and the total value of the debt to the school in order that it can be determined at any time and reported to the Governing Board.

## **Debt Recovery Procedures**

Where payment from parents / carers has not been made in advance or at the point of sale, the following process will be applied:

At the end of each week, if any monies are in arrears:

- The School Administrator will contact parents / carers with an informal reminder of arrears. This will be either by telephone or by letter. The date of this initial contact will be recorded.
- If payment is not then made within 10 working days of this contact, a first formal letter will be issued by the School Administrator, stating that payment must be made within 10 working days of this letter or the matter will be dealt with by the Local Authority. School Administrator must inform the School Business Manager that this letter has been sent and the date of this contact will be recorded. A repayment plan will be offered to the parents to support them in making the payment.

- A second formal letter will be issued if payment has not been received after 10 working days of the first formal letter being issued. This letter will notify parents that the issue is being handed over to the Local Authority for their action. Parents should be made aware that a debt recovery agency may be used in collect payment. School Administrator must inform the School Business Manager that this letter has been sent and the date of this contact will be recorded.
- All information (including copy letters and dates of contact) is passed to the Local Authority for them to pursue payment. School Administrator must inform the School Business Manager that this letter has been sent and the date of this contact will be recorded.

#### **Debt Write-offs**

- Any debt to be written off below the value of £50 can be authorised by the Head Teacher. Any amount above this will need the approval of the Governing Board.

Policy approved by Governors: May 2023

Date of next review by Governors: June 2024