



Moorside High School

School Debt Policy

Date Reviewed:May 2019

Date of Next Review:May 2020.....

Reviewed by:Resources Committee

May 2019

School Debt Policy

Introduction

The schools governing body 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 and Objectives

To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;

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

(It will be necessary to consider each of the recovery processes listed below in line with the governing body's charges and remissions policy and amend where applicable)

Moorside High School has their own procedures in place which are used to collect income

. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council's finance system which will lead to the Council's debt recovery procedures as follows:

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

Payment for schools meals should be paid via parent pay.

The school canteen staff will check daily that the pupil's account is in credit before the meal is provided. Any account which is not in credit will be reported to the finance office and will in the first instance result in a phone call to the parent/carer to request payment.

If payment is still not received within 5 school days then the parent/carer will be sent a letter requesting payment. If payment is still not forthcoming then the matter will be referred to the County Council and recovery action will be pursued.

Governors have decided on the following policy regarding unpaid meals:

- A meal to the value of £ 2.20 will be served irrespective of whether the parent has paid and a call home to request payment top up for the following day.

Music tuition

Music lessons are provided by the school at a charge to the parent/carer of a child. Parents/carers are informed of the cost upfront and have a commitment to pay for a term regardless of whether the child continues with the lessons.

A letter is sent to the parent/carer on a termly basis asking for payment. If payment has not been received by the time each term finishes a further reminder is sent. In the event that no payment is received the debt will be referred onto the County Council for recovery.

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 the 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 and Remissions Policy](#).

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void and the client will be refused future hires.

Exam fees

The cost of exam re-sits will be sent to parents/carers at the start of term. If payment is not made by the date specified by the school then the pupil will not be entered for the exam.

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.

Approved by Governors on _____

Due for review on _____