



DEBTORS POLICY

Allesley Primary School

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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.

Allesley Primary School sends out invoices to generate income from the following sources:

- Lettings income from school hirers of the school premises

Allesley Primary School processes outstanding payments on the MCAS app to generate income from the following sources:

- Income from parents paying for childcare fees for nursery over the 15 hour entitlement or for wraparound before and after school clubs
- School meals
- After school clubs
- Off-site trips

This policy sets in place the procedures to follow to ensure the invoice is paid and if not that the debt recovery is attempted.

Procedure

Step1 - Invoicing

- Lettings invoices are pre-numbered and issued by the school office.
- Childcare and Nursery costs appear on the My Child At School app in advance for each half term and should be paid regularly throughout the half term, it is expected that the balance be cleared by the last day of half term.
- Parents / Carers of pupils and hirers are informed of costs before signing up to purchase a service (for example; hall hire). They are informed if payments are non-refundable and that cancellations may incur additional costs.
- All invoices and bills are sent out or applied to the MCAS at the appropriate time.

Step 2 – Initial Reminder

- A reminder is sent to the debtor, in the form of a statement, a copy of the original invoice, a letter, a MCAS message or an e-mail. This is sent out at an appropriate time, usually prior to, but not more than one week after the due date. In the case of dinner money arrears, an initial message will be sent to parents via Bromcom MCAS messaging.
- In the case of wraparound and Nursery fees, parents will be politely reminded of their outstanding balance part way through the term, via letter, and will be reminded of the date the balance is expected to be cleared by. Parents can

access the MCAS app for a breakdown of fees accrued and can make part payments throughout the half term.

- In the case of wraparound and Nursey fees, parents who are not making regular payments for fees and have an outstanding balance of more than £100 will be sent a formal reminder letter 1 week before the end of half term with a deadline for payment. This will be reviewed at the beginning of the next half term and if there is an outstanding balance then Step 3 will be followed.

Step 3 – Reminder Letters

- In the case of overdue fees, a formal reminder letter is sent to the debtor. Parents will be given a final deadline for payment for overdue Wraparound and Nursery fees, if payment is not received by this date then future childcare provision will be revoked.
- Where a child's dinner money continues to be in arrears, despite messages, parents will be asked to pay in advance for school dinners until the outstanding balance is cleared, or alternatively send their child in with a packed lunch.

Step 4 – Letter from the Business Manager

- If no response is received from previous reminders the school office will call the debtor to invite them into school to discuss a payment plan to clear the debt. This will be followed up by a letter; should the school not be able to contact the debtor the matter will be passed to the Headteacher.

Step 5 – Letter from the Headteacher & School Governors informed of the debt

If no response is received from the reminder letter the matter will be referred to the Headteacher and School Governors for consideration. The Headteacher or Governors may make recommendations regarding the debt and whether it needs to be handed to legal advisors for further action.

Bad Debts

The school must also consider if a debt should be written off. The decision must be made based on the value of the outstanding debt, other background information given by the school and the debtor.

Authority to write off a debt is given in exceptional circumstances as follows:

Authority to:	Write off value:
School Business Manager	up to £250
Headteacher	up to £500
Finance Governors	over £500