



All Saints CE (VC) First School,  
Busy Bees Nursery & Kingfisher Club

Policy on  
School Debt Recovery

Date: October 2015

Approved by: Full GB

Reviewed: October 2017

Reviewed: October 2019

Reviewed: October 2021

Reviewed: October 2022

Reviewed: October 2023

To be reviewed: October 2024

## 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

All Saints CE(VC) First School, Busy Bees Nursery & Kingfisher Club 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

Please see separate Policy

## Extended school activities

Payment for extended school activities should be made via the SchoolMoney system. Sessions will be added to the system in a timely manner following the child's attendance at the club.

Any arrears must be settled by the 14th of the following month or before arrears exceed £24, whichever is the earliest. Weekly reminder texts will be sent when any account is in arrears.

Any debt reaching £50 will result in the parent/carer being informed that they can no longer use the facility until the arrears are cleared and a referral for Early Help will be considered.

## Busy Bee Fees

All children, provided that appropriate documentation is completed, are entitled to 15 hours fee childcare at Busy Bees pre-school. In some cases, parents may be eligible for a further 15 hours free childcare. However, it is the parents responsibility to apply for the additional hours and provide school with all appropriate documents and codes by national deadlines. Further sessions attended are charged at £4 per hour and must be booked a term in advance to support the school with staffing and to ensure that all ratios are met.

Parents will be notified of their additional fees the term before session are taken and a charge will be placed on parents SchoolMoney account. This will be billed as 3 instalments. Parents should speak directly to the Headteacher if they wish to discuss a different payment plan.

Any outstanding arrears should be cleared by the end of the term in which they are due. Additional sessions will not be offered in the following term if full payment has not been made.

## 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, 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-

#### **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.