

Woodley CofE Primary School



Our Vision

At Woodley CofE each person is unique and accepted as a child of God. Through strong Christian values and our BRIGHT attitudes to learning, we inspire hearts and minds to create life-long learners, who have the skills, knowledge and understanding to shine brightly in the world.

“Let your light shine before others.” Matthew 5:16

Debt Collection Policy

Responsibility of: Finance and Facilities Committee
Type of Policy: Good Practice
Date of Policy: August 2023
Date of next review: August 2026

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Chair of Governors:

Head Teacher:

Woodley C of E Primary School Debt Collection Policy and Procedures

The Governing Body is responsible for ensuring that the school makes the best use of the revenue it receives both from the public purse and from self-generated income. This includes ensuring that any payments due are received in acceptable time to meet the demands from services and suppliers.

The Governing Body has a duty to ensure that there are effective procedures in place to deal with any debt due to the school. The Governing Body is sympathetic to families with financial difficulties and for curriculum costs for education/services and is willing to put provision in place to support parents.

The following procedure details the school's approach to debt collection for all parties to work towards a favourable solution and to maintain a debt free school.

1. Payment should be obtained as and when goods/facilities/services are provided wherever possible. If a booking system is used for the service, payment is made in advance. Refer to Airfield Club handbook.
2. Where payment is not received at the time when goods/services/facilities are delivered an invoice must be raised as soon as possible but normally within 7 days of the goods/services being provided. For school meals, a limit is set of £10.00 permitted debt on the School Grid system. Once this amount is exceeded, school meals are not provided until the debt is cleared.
3. For hiring of the school premises, invoices are routinely raised in the month the services are provided with a 30-day payment period by either BACS or cheque payment. The school reserves the right to set their own invoicing frequency befitting of the nature of the Let.
4. **For school educational visits, where the school Charging Policy does not apply, parents are provided with a deadline for payment to be made.**
The school can offer a payment plan to enable payments to be made in instalments. Parents can put their request in writing to the Head Teacher explaining the reasons for their request
The payment plan must be set up to ensure that the full total is paid by the time the visit takes place.
If sufficient funds are not received, the trip may have to be cancelled.
The Head Teacher can exercise the option to support parents with partial payment or full payment of the cost. This must be documented and reported to the Finance and Facilities committee at the next planned meeting.
5. For facilities, if no payment is received within the payment period of 30 days, a final reminder is issued. The final reminder has payment terms of 14 days and if the payment is not forthcoming, the use of the school facilities may be withdrawn.
6. Where only part of the debt has been settled, a request for the balance will be issued with a time frame of 21 days from the date of the reminder. If this payment is not forthcoming, the parent/user will be advised that it will be referred to the Governing Body who may take legal action.
7. The Head Teacher/School Business Manager will brief the Finance and Facilities subcommittee of any debt that is significant or problematic and the school's action plan as to how to recover the debt.
8. The Governing Body have the right to write off any debt up to the sum of £500 providing that every effort has been made to recover the debt. This must be approved by the Finance and

Facilities committee and be reported to the Full Governing Body at the next board meeting. If the debt is to be written off, full reasons for this decision must be shared and recorded.

9. The Governing Body has the power to decide whether to use the services of a Solicitor or Debt Collection agency to recover the debt if the policy procedures fail to reach a solution.
10. The Head Teacher has the delegated power to write off a debt up to the sum of £100 providing all attempts have been made to recover the debt. This must be reported and recorded at the next Finance and Facilities Meeting.
11. The debtor will not be advised of the write off as this is an accounting procedure and does not mean the debt no longer exists.
12. Individuals or organisations that have previously defaulted on payments to the school may be refused credit facilities. This will be at the discretion of the Head Teacher.
13. If a user of the school services is consistently in debt or does not meet the terms of the invoice, the Head Teacher may consider withdrawing the school facilities. For parents who consistently fail to pay for chargeable events, the Head Teacher reserves the right to withdraw the option for the child to attend these events until the debt is recovered.