

Manor Park Primary School



Debtors Policy

Date of last review: March 2021
Reviewed by: Governors RMG sub committee
Agreed by Governors: March 2021
Shared with all staff: March 2021
Frequency of review: 3 years
Date of next review: March 2024
Chair of Governors: Sarah Leigh
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MANOR PARK PRIMARY SCHOOL

DEBTORS POLICY

The policy of the Governors is to ensure that all viable steps are taken to recover money due to 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.

School invoices state that unless the invoice is paid within the agreed period, the account is passed to the City Council's Debt Recovery Team for further action. Any costs incurred as a result of this action are added to the Debtor's account.

Procedure

Complete paperwork relevant to the goods or services being provided e.g. lettings application form, music tuition contract, application form for nursery extended care and CHAMPS.

Wherever possible obtain payment in advance of the goods or services being provided. For economy reasons do not issue invoices for sums below £5.00.

If an invoice is to be sent, issue it as soon as possible.

The school Admin Officer will ensure that outstanding debts are regularly monitored using the SIMS aged debtor report.

After 14 days issue first reminder (Appendix 1).

After a further 7 days issue final reminder Appendix 2.

After a further 7 days an embargo is placed on further services to the debtor and the debt is referred to The Thomas Higgins Partnership (Solicitors) who will send a Solicitors 7 day Letter Before Action chasing payment. (Appendix 3) Any charges incurred resulting from this action are passed to the Debtor.

The Governing Body has approved the following authority for the write off of debts:

Up to £250	Headteacher
£251 - £1000	Board of Governors
Over £1000	Board of governors and City Treasurers

Extended Provision

Parents are informed of the charges relating to their child's individual provision at the time the contract is drawn up and signed by the parent, which includes a booking form.

Parents are required to pay for Extended Provision on receipt of invoice as outlined in the contract.

In the event of non payment, after 7 days, parents will be reminded verbally of the amount owed.

If payment is not received within 14 days, a letter will be sent detailing amount owed (Appendix 1)

If payment is not received within 7 days a further letter will be sent and no further care will be provided as detailed in the letter (Appendix 3)

Governors RMG Sub committee
Reviewed November 2017

Appendix 1

MANOR PARK PRIMARY SCHOOL

Date

Dear

Re:

I note from our records that a balance of £ is outstanding on your account relating to fees for provided at the school. Please see attached statement.

I would be grateful if you could please arrange to clear this outstanding amount by the end of

Please contact me if you have any queries or anticipate a delay in clearing your balance, as if payment is not received by, unfortunately this matter will be passed to the Thomas Higgins Partnership (Solicitors) for further action.

Thanking you in anticipation.

Yours sincerely

J H O'Connor
Headteacher

Appendix 2

MANOR PARK PRIMARY SCHOOL

Date

Dear

Re:

I am writing further to my letter of requesting payment of to clear the outstanding balance of by

For our records I cannot trace receipt of this money, please can you contact me if there is a query or you anticipate that you will not be able to forward funds to me by

If payment is not received by, unfortunately this matter will be passed to the Thomas Higgins Partnership (Solicitors) for further action.

Yours sincerely

J H O'Connor
Headteacher

Appendix 3

MANOR PARK PRIMARY SCHOOL

Date

Dear

Re:

I am writing further to my letter of requesting payment of to clear the outstanding balance of by

For our records I cannot trace receipt of this money, please can you contact me if there is a query or you anticipate that you will not be able to forward funds to me by

After this date no further care will be provided by the school and the debt will be passed to the Thomas Higgins Partnership (Solicitors) for further action.

Yours sincerely

J H O'Connor
Headteacher