



Bramley Church of England Primary School

# Bad Debt Policy

## **BAD DEBT POLICY**

### **Overview**

This policy will be applied where payment for monies due from parents and pupils are not received within the agreed settlement period and further action is required. This policy is to be applied at the Executive Headteacher's discretion.

Wherever possible the School's policy is to try to resolve the situation without affecting a pupil's education.

### **Process to be followed**

The member of the school staff managing the activity to which the debt is related will:-

- Send a reminder to the parents
- If payment is not received within seven days, contact the parent via phone or letter as appropriate and negotiate method of payment
- If payment is not received after a further seven days, the service in question will be suspended and no further credit will be granted.
- The Executive Headteacher will consult with the staff directly involved with the pupil(s) and their family to decide on next steps.
- If the debt is less than £30, the Executive Headteacher has discretion to write it off in full. No further credit should be extended to the family in question. This decision will take into account:
  - The debtor's ability to pay and the likelihood of recovery
  - Whether writing off the debt will set a precedent that creates future difficulties (e.g. other parents opting for non-payment as a result)
- If the debt is more than £30, the Executive Headteacher will decide after consultation whether to pass the debt to Hampshire County Council Legal Department for further action, in which case he will write to the parents accordingly. If no positive response is received within a further 14 days, the debt should be referred to Hampshire County Council Legal Department for further action.

### **Reporting of bad debts and application of the process**

If some urgent action is needed requiring Finance, Personnel and Premises (FPP) Committee input and a convenient meeting is not scheduled, the Executive Headteacher will communicate with the Chair of the FPP Committee and/or Chair of Governors directly so as to avoid further delays in resolving the matter.

Total bad debts written off for the period and potential new bad debts for the next period should be reported to the FPP Committee at each meeting.

**Last Reviewed Date:                    September 2018**