

# Debt Recovery Policy



## King Henry VIII 3-19 School Ysgol 3-19 Brenin Harri'r VIII

*We believe in the limitless capacity for everyone to achieve great things.*

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## 1. Introduction

We believe in the limitless capacity for everyone to achieve great things. It is important to manage the school finances effectively and responsibly, so resources are best used for the benefit of our pupils to enable them to do just that.

King Henry VIII 3-19 School will take all reasonable measures to vigorously collect debts as part of its management of public funds. This policy and procedure outlines how the school deals with debts to ensure a fair and equitable process for all.

This debt recovery policy will observe the relevant financial regulation and guidance set out in:

- Monmouthshire County Council Fair Funding Regulations Document
- Monmouthshire County Council Financial Instructions for Schools
- [Welsh Government School Funding Regulations](#)
- [Charging for School Activities](#)
- [Educational Visits Policy](#)
- Monmouthshire County Council School Meal Debt Policy

## 2. General Principles

- 2.1 There are two types of debts:  
Local Authority Debts: such as meals at the primary site and breakfast club charges  
School Debts: such as all school trips, meals at the secondary site and lettings
- 2.2 All debts relating to pupils will be treated as 'family unit' debts; that is all debts relating to siblings will be dealt with together. Some of these debts may belong to the Local Authority and some of may belong to the school. However, when speaking with parents/carers the debt amount will be dealt with as a whole.
- 2.3 As outlined in the Monmouthshire Couty Council Fair Funding Regulations, the Governing Body cannot write off any debts belonging to the school but must seek agreement from the Local Authority. Any debts written off, must be done so against the school budget.
- 2.4 The school cannot request for Local Authority debts to be written off and doing so is at the discretion of the authority.
- 2.5 The school will not initiate legal action to recover debts but will refer any debts which it has not been able to collect to CYP Finance. A joint decision to refer to the Local Authority Sundry debtors team will be taken.

### 3. Procedures for Collection of All Debts

- 3.1 Payment should be received in advance of or “at the point of sale” of goods and services provided where possible. Where this is not possible, it should be recorded when supplied and an invoice or reminder letter to pay via Parent Pay should be issued within one week, stating when payment should be received.
- 3.2 Staff should follow the procedures set out in Appendix A (Pupil Debts) and Appendix B (Other Debtors) and all action must be recorded in the log.
- 3.3 Staff are reminded that they should not under any circumstances build up school meal or any other debts. Staff will be reminded once, at the beginning of the month, in the weekly staff briefing to ensure that it is brought to their attention regularly.
- 3.4 Parents/Carers will be reminded in our regular communication (letters) regarding payment of debts and ensuring that Parent Pay accounts are kept in credit.
- 3.5 The school understands that occasionally an overdraft facility may be required for a pupil in Year 7 or above. If the pupil is in receipt of a free school meal, the overdraft will be given for £1 to cover the cost of a snack at break time. No more than £5 can be built up. Please note, this does not affect their ability to receive their free lunch. If the pupil is not in receipt of free school meals, an overdraft will be given for £2.90 to cover a snack and meal. No more than £14.50 can be built up. Parents and carers will be contacted as soon as possible.
- 3.6 Historic meal debts created prior to UFSM or FSM provision will continue to be pursued using the procedures set out in Appendix A, until monies are fully recovered.
- 3.7 If breakfast club (Reception to Year 6) debts are over £30.01 for a family, the school and local authority will withdraw the provision and notify the Parent/Carer of this course of action with notice of one day. Once the debt has been cleared and credit placed on the pupil parent pay account, the pupil will be able to resume attending breakfast club.
- 3.7 Where parents/carers have been charged for repair or replacement of school property, as a result of vandalism or misuse, (see Charging and Remissions Policy), the process outlined in Appendix B will be followed.

## Appendix A: Pupil Debts

### The Process (6 times each academic year)

When	What	Next Step
First week of each half term	Identify new debtors.  Complete Log.	Send initial reminder letter to family
Two weeks after initial reminder letter was sent	Check balances have not been paid and/or if communication has been had with the family.  Identify remaining debtors.  Complete Log.	Send 1 <sup>st</sup> Reminder Letter to family
Two weeks after the 1 <sup>st</sup> reminder letter was sent	Check balances have not been paid and/or if communication has been had with the family.  Identify remaining debtors.  Complete Log.	Send 2 <sup>nd</sup> Reminder Letter to family  Send list of families receiving 2 <sup>nd</sup> Reminder Letter to Wellbeing Team
Two weeks after the 2 <sup>nd</sup> reminder letter is sent	Check balances have not been paid and/or if communication has been had with the family.  Identify remaining debtors.  Complete Log.	Discuss with CYP finance at MCC the next course of action: 1. Refer to sundry debtors 2. Write-off the debt

### What if debts are raised after the half termly process begins?

Telephone calls will be made to families of concern, which will be logged. They will formally be picked up at the start of the next half term.

### Payment Plans

At any stage, Parent/Carers can request a payment scheme. This should be discussed with the Finance Team and agreed on the Payment Agreement Form which should be signed by both the school and the debtor. These payment plans will be reviewed every two weeks, alongside the monitoring, as outlined in the process table.

## Appendix B: Other Debtors

Invoices raised through Monmouthshire County Council are processed and chased by their sundry debtors team.

Invoices raised for payment to our School Fund are managed within the Resources Team in the school. Invoices should be raised using the authorised format and the following process will be used to recover the funds:

Before 14 days: Payment to be made within 14 days

After 14 days: A weekly check of outstanding invoices will be made  
The invoice will be chased informally by telephone or email  
This will be noted in the invoice log

After 28 days: A weekly check of outstanding invoices will be made  
A formal letter of non-payment will be sent in the post  
This will be noted in the invoice log

After 35 days: A weekly check of outstanding invoices will be made  
If there is non-payment over this period, it will be referred to Monmouthshire County Council's sundry debtors team