



**DEBT RECOVERY POLICY**  
**ST AUGUSTINE'S C of E (VA)**  
**JUNIOR SCHOOL**

Head teacher	Sign and date:	<i>N Pierce</i> <i>11 July 2019</i>
Chair of Governing Body	Sign and date:	<i>D Kingdom</i> <i>11 July 2019</i>

Date for review: Summer Term 2019  
(This policy will be reviewed annually)

# St. Augustine's Junior C of E (VA) Junior School

## Debt Recovery Policy



### **Introduction**

The school is in regular receipt of monies for school uniform, after-school clubs, music lessons, residential/day trips and swimming lessons. In all communication with parents/carers, payments for the goods and services offered through the school are asked for, in most cases in advance or a clear payment schedule is communicated to parents. This policy details the School's approach to recovering money owed to the school where activities or a provision has been undertaken by a child and there has been no payment received for the activity or provision.

### **Day Trips and Swimming Lessons**

Money for day trips and swimming lessons is asked for at the time of returning the permission slip. As a school can only ask for a voluntary contribution for any curricular activity undertaken off-site that incurs a cost to the school, the school is not in a position to ask for payment if a parent is unwilling or unable to do so. However, where the level of contributions from parents and carers is significantly low, there may be a need to cancel the trip as the school budget cannot subsidise these activities.

### **Residentials**

Residentials are offered to all pupils at the school. Every effort is made to keep the cost of these trips to a minimum so that they are affordable to the majority of our children. Each parent/ carer is given a letter outlining the deadline for payments and every consideration is given to make sure the time between payment requests is considerable so that parents/carers have time to put aside money for the next payment. The school is happy to discuss individual payment plans where appropriate. Where money is owed to the school e.g. music lessons, your child will not be able to participate in any paid-for residentials until the outstanding balance is recovered in full. The debt recovery procedure is followed as highlighted below if there is an outstanding balance owed for residential trips.

### **Music lessons**

Music lessons are invoiced for at the end of the term for the following term's tuition and payment is expected for the whole term in full in advance. As this is an external provision hosted by the school, if payment is not forthcoming, the pupil will not be allowed to undertake the private tuition and his/her place will be offered to the next person on the waiting list. Pupils may be allowed to pay for music lessons on a weekly basis; prior permission must be given for this payment method in writing by the Head teacher or School Business Manager. The debt recovery procedure is followed as highlighted below if there is an outstanding balance owed for music lessons.

### **External After-School Clubs**

There are several after-school clubs hosted by the school where the School Office collects payments from the parents/carers and the money is handed directly to the third party provider. If the payment is outstanding, the child is denied a place in the club. Where the school pays for the third party provision and recharges to the child, parents/carers are able to pay in advance or on a weekly basis. The debt recovery procedure, as detailed below, is followed if money is owed to the school for these clubs.

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### Debt Recovery Procedure:

1. If there is no response to written communications made the office administrator will contact the parent/carer by phone.
2. Confirmation is sought as to when the outstanding balance will be settled and the parent is expected to come to the office and settle that amount as agreed.
3. A repayment schedule may be discussed verbally at this time with the parent, depending on the amount owed and the circumstances of the family.
4. If the parent/carer does not settle the outstanding balance as agreed with the office administrator, the School Business Manager will contact the parent to ask for an explanation and seek again a repayment date, if appropriate.
5. If this process is not successful, the Head teacher will make a call directly to the parent/carer to discuss the outstanding debt. The parent/carer is welcome to come into school to discuss the outstanding debt in person, if preferred. The Head teacher will agree a repayment schedule with the parent/ carer and a letter (Appendix A) will be sent out for written agreement and acknowledgement of the repayment schedule from the parent/carer.
6. If the Head teacher is unable to contact the parent/ carer by phone, then a letter (Appendix B) will be sent to the parent/carer inviting him/her to a meeting with the Head teacher.
7. Once a detailed repayment schedule is agreed, the letter in Appendix A will be sent to the parent/carer for his/her agreement (as for step 5).
8. All communication and contact with parents is recorded by the Office Administrator on the 'Debt Recovery Contact Record' in Appendix C.
9. As a last resort, advice will be sought from the Local Authority how to address repayment of the outstanding debt.
10. If the amount is significant and material, the School may be forced to seek redress through the 'Small Claims' court.

Whilst the matter is being settled and the debt has not been recovered in full, the child unfortunately **is not allowed to participate in any paid activities at the school (e.g. residentials, music lessons).**

### Summary

It is school policy to offer children a rich and diverse extra-curricular provision. Every effort is made to ensure that costs are kept to a minimum whilst quality is assured. There is open and transparent communication with parents/carers to facilitate the most appropriate repayment of any debts outstanding. However, the school cannot subsidise these activities (unless a decision is made by the Head teacher that the additional cost can be justifiably paid from pupil premium) and the debt recovery procedure is adhered to consistently and fairly. The 'Debt Recovery Policy' is hosted on the school website. **Deviation from the 'Debt Recovery Policy' is only allowed in circumstances where the Head teacher has met with the parent/ carer and has given her explicit permission and it is agreed in writing.**

# St. Augustine's Junior C of E (VA) Junior School Debt Recovery Policy



## Appendix A

Dear \_\_\_\_\_,

### **Recovery of monies owed to the school**

As you will be aware, as of today, you owe \_\_\_\_\_ to the school for \_\_\_\_\_.

To date, we have followed school policy notifying you of this debt. As per our records, you last made a payment towards reducing your debt on \_\_\_\_\_, the amount being \_\_\_\_\_.

As you will appreciate, it is normal to pay for any goods or services at the outset and you would never expect not to pay. We would ask that you consider this whilst not having paid your outstanding debt. Further, we would like to highlight that considerable school resources have been re-diverted to address the issue of your debt owed to the school, which should normally be dedicated to your child's teaching and learning requirements.

Following our conversation, we have agreed the following repayment schedule:

Repayment Amount: £ \_\_\_\_\_

Frequency: weekly/monthly (please circle)

First repayment date: \_\_\_\_\_

**Please be assured that we would like to support you in repaying the money owed to the school. However, unfortunately your child will not be allowed to attend any paid clubs, take part in any residential etc. until this matter is addressed and the outstanding balance is recovered or the repayment schedule is being met without exception. If the situation persists, we will have to seek advice directly from the Local Authority or, as a last resort, may be obliged to seek repayment through the 'Small Claims' court.**

Attached below is an agreement which we ask you to sign to show your commitment to repaying the debt and that the repayment schedule is affordable and you will endeavour to adhere to this schedule.

Regards

Mrs N Pierce  
Head teacher

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## Appendix A (cont'd)

### **Agreement to debt repayment schedule St. Augustine's C of E (VA) Junior School**

I, \_\_\_\_\_, agree to repay £\_\_\_\_\_ on a weekly/monthly basis (please circle), commencing \_\_\_\_\_ in order to repay my debt of \_\_\_\_\_ in full.

I have read the 'Debt Recovery Policy' and fully understand the contents of the policy and the debt recovery procedure that the school adheres to.

I understand that my child will not be allowed to participate in any further paid activities or provisions within the school until this debt is cleared.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# St. Augustine's Junior C of E (VA) Junior School Debt Recovery Policy



## **Appendix B**

Dear \_\_\_\_\_,

### **Recovery of monies owed to the school**

As you will be aware, as of today, you owe \_\_\_\_\_ to the school for \_\_\_\_\_.

To date, we have followed school policy notifying you of this debt. As per our records, you last made a payment towards reducing your debt on \_\_\_\_\_, the amount being \_\_\_\_\_.

I have tried to contact you by phone with no success. Therefore, could you please contact the School Office directly to arrange an appointment to meet with me to discuss the repayment of the money owed to the school.

Please be assured that we would like to support you in repaying the money owed to the school. However, unfortunately, as per school policy, your child will not be allowed to attend any paid clubs, take part in any residential etc until this matter is addressed and the outstanding balance is recovered. As per the school's 'Debt Recovery Policy' if the situation persists, we will have to seek advice directly from the Local Authority or, as a last resort, may be obliged to seek repayment through the 'Small Claims' court.

I look forward to meeting with you in person and if you have any queries in the meantime, please do not hesitate to get in touch.

Regards

Mrs N Pierce  
Head teacher

