



KILMORIE
PRIMARY SCHOOL

Debt Recovery Policy

Reviewed February 2023

This policy was agreed by the Full Governing Body on:
(and supersedes all previous policies relating to this area)

Implemented

February 2023

Review Date

February 2024

Author:

Benita Henry
School Business Manager

Introduction:

The school's Governing Body has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. Kilmore School will therefore, take all reasonable measures to collect any monies owing to it as part of the management of public funds. Collecting payment from parents or carers is a sensitive area; we deal with issues of debt collection with sensitivity and confidentiality at all times.

Aims and Objectives

At Kilmore School we comply with the London Borough of Lewisham's requirements for Financial Regulations for Schools, with regard to the following aims:

- To make sure there are sound and proper financial procedures in school for dealing with the school's finances;
- To ensure that proper controls are in place;
- To provide a clear framework for managing school finances;
- To protect the school governors, head teacher and school employees.

Procedures:

The school uses the Access Finance System and ParentPay Cashless Payment System for invoices and payment, the school will carry out standard debt recovery procedures.

The following procedure will be employed for all outstanding debts of 14 days or longer:

- Stage One - A reminder (telephone, text, e-mail or in person);
- Stage Two - A formal letter (by pupil mail, e-mail or post)
- Stage Three - A second formal letter (Recorded post)
- A third letter informing the debtor that the debt has been passed to the London Borough of Lewisham

When all practical and cost-effective procedures have been exhausted by the school and the council, the Head Teacher will notify the Governing Body of the amount of the debt that is considered to be irrecoverable and should be written off.

Writing off a debt will lead to a charge being made on the school budget as the income was credited to the school budget when the invoice was raised.

The Governing Body must approve the writing off of any debt in relation to the school budget.

Dinner Money:

Payment for school meals should be paid in advance as per the pricing structure detailed on ParentPay. At Kilmore Primary School parents are encouraged to pay half termly or termly in advance. Payments are recorded and reconciled by the Administrative Assistants.

If payment is not received parents/carers will be sent a reminder at the end of each week, via the ParentPay email system.

After stage three of the procedure has been implemented (listed above) then a further letter will be sent advising parents that their child will no longer be entitled to a school meal and that parents should send their child with a packed lunch.

Every effort will be made by the school to make personal contact to ascertain whether financial difficulties are present and then advise accordingly. All reminders (copies of emails, letters, record of verbal reminders) will be kept on file.

School Trips and Journeys

All children have the option to attend school trips and school journeys annually.

Parents are notified of the cost in advance and are given the opportunity to pay in instalments should they wish. Payment must be made in full before the departure date. Payment, either in full or in instalments, is made via ParentPay.

Enrichment Clubs and Music Lessons

All children have the option to attend enrichment clubs, music lesson and music activities.

Parents are notified of the cost in advance and are required to pay for enrichment clubs run by Kilmorie WRAP services a term in advance, upon booking via the ParentPay system.

Parents are notified of the cost of Music lessons in advance and are given the opportunity to pay in instalments should they wish. Payment must be made in full before the end of the relevant term. Payment either in full or in instalments, is made via ParentPay or by childcare vouchers.

Lettings:

Contracts for lettings of the school premises will be drawn up as necessary between the school and the applicant.

Charges will reflect the school’s costs for energy, water, lighting and opening up and closing of the school. Please see the school’s Lettings Policy for further information.

Signed: _____ Dated: _____
Julie Loffstadt - Head Teacher

Signed: _____ Dated: _____
Rosemary Rand – Chair of Finance Committee

