

ST VINCENT DE PAUL CATHOLIC PRIMARY SCHOOL



DEBT RECOVERY POLICY

Hertfordshire Model Policy

"We are called to be the hands and face of Jesus as we learn,
love and grow together"

Reviewed: Spring 2020
Next review: Spring 2022
Reviewed by: Resource Committee

Signature:.....
..... Chair of Governors

Date ratified: 3rd March 2020

A handwritten signature in black ink, enclosed in a rectangular box. The signature is cursive and appears to be the name of the Chair of Governors.

DEBT RECOVERY POLICY

The Governors of St Vincent de Paul Catholic Primary School have determined the following policy for debt recovery.

All reasonable efforts should be made to collect monies due to school as quickly as possible after the due date. Early efforts to collect monies should include informal methods such as a telephone call or personal approach to the parent/carer.

After the above methods have been implemented the amount due will be deemed to be an unpaid debt. At this point a formal initial reminder letter should be sent to the parents at the home address.

If the debt remains unpaid after a further week, a second formal reminder letter should be sent to the parents at the home address. This letter should specify a final date by which the debt should be repaid. It should also specify what action will be taken at that date e.g. referral to County Hall (Secretary's Department, Legal and Administration) or the withdrawal of services as appropriate.

Consideration should also be given to writing off a debt e.g. based on the value of the outstanding debt and other background circumstances such as financial arrangements.

Our Schedule of Financial Delegation outlines the authorities retained by the Governors and those delegated to the Headteacher; this policy should be cross-referenced with that document.