



Parsonage Farm Nursery and Infant School

Debt Recovery Policy – Nursery Additional Hours

Statement of Intent

The Governing Body has a responsibility for ensuring that appropriate procedures are in place to enable the school to receive all income to which it is entitled. For this reason it is important that the school has a policy for dealing with debts which is approved by the Governing Body.

As from 1st January 2023 Parsonage Farm Nursery and Infant School will adopt a strict NO DEBT policy relating to the school Nursery Additional Hours Provision.

INTRODUCTION

Nursery parents should be made aware of this policy and the school's procedures by being sent a letter as shown in Appendix 1, and this policy and information will also be published on the school website.

Principles

1. The School will actively pursue debtors, including parents/carers for the collection of monies owed to it.
2. The Headteacher and Senior Admin Officer will ensure that:
 - All letters requesting monies outstanding are accurately recorded and maintained
 - There is documentary evidence of all steps undertaken by the school to recover the debt and this includes recording the dates that letters and statements were sent, and/or phone calls that have been made to debtors
 - For all outstanding debts, a final statement is issued by recorded delivery to the person(s) liable for the charge
 - Each case involving a family will be judged on the family's individual circumstances and the amount outstanding as to the length of time before legal action is started
 - The identity of a family involved is only disclosed to those who need to know under this policy.
 - The correct procedures are followed in the arrangements for debt recovery
 - The Chair of the Strategic Committee is informed of any pursuit of debt recovery.
 - They include in the minutes of its meeting or record of its decision, it's approval to pursue any outstanding debt

3. The Pursuance of Debt

The School should:

- Give the debtor appropriate notification and time to pay the outstanding charge
- Send the debtor as a minimum a final statement by recorded delivery, which states that this is the final notice and that further action will be taken.

4. Waiving the Debt

A debt may be written off or waived by resolution of the Headteacher on the recommendation of the Senior Admin Officer.

A recommendation to write off or waive a debt can be made by the Headteacher when either

- a) All reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action; or
- b) It is believed the debtor is experiencing financial hardship.

Aims

1. To ensure that the school is not financially disadvantaged by the actions of an individual or group of individuals.
2. To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the school causing it to be unable to recover funds that are owed to it.
3. To ensure that the funds available to the School are used to the fullest advantage of all pupils.

It is the responsibility of the Senior Admin Officer to ensure the following procedures are in place for the prompt payment of all charges raised by the school:

- All income to the School is to be banked using the normal HCC bank paying in books and recorded on IBC through REM banking
- The SAO will provide Headteacher and Governors with up to date outstanding debtors report as required

Procedures for recovery of outstanding debts are as follows:

- Two week outstanding – polite 'overdue reminder' (direct contact e.g. in person/email/phone)
- Three weeks outstanding – first 'overdue reminder' letter
- Four weeks outstanding – second 'overdue reminder' letter advising Additional Hours will be withdrawn unless the debt is paid.
- Six weeks from first reminder letter – final 'overdue reminder' letter advising of debt recovery action
- Eight weeks outstanding – Debt Recovery Initiated via Hampshire County Council

- Copies of all reminder letters to be retained on file

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue reminder'.

If a debtor asks for 'repayment terms' these may be negotiated at the discretion of the Headteacher or other responsible officer.

Where the School incurs material additional costs in recovering a debt, recovery of such costs may be sought from the debtor.

At the discretion of the Headteacher, the debtor may be advised that they will be required to pay in advance for all future supplies/services etc or they will no longer be available to them.

Name : Kath Greenway

Position : Headteacher

Signed :

Issue Date : January 2023

Review Date : January 2024

Dear Parents

Nursery Additional Hours Debt Policy for Parents

Parsonage Farm Nursery and Infant School has a **NO DEBT** policy relating to the provision of Additional Nursery Hours. This means that all money must be upon receipt of invoice.

Additional Hours must be agreed with the Headteacher and the Nursery Manager before a child can be allocated paid for hours.

If the debt has not been cleared within 30 days of the Invoice date, the school has the right to withdraw the Additional hours and offer them to another child.

If payment of the debt is not received by the 10th working day after a final statement has been sent by recorded delivery to the parent/carer the school reserves the right to begin debt management proceedings against them to recover the debt.

A copy of the debt policy is available from the school office or through the Website.

We hope by implementing this debt policy we are ensuring that all money available for children's learning is spent on precisely that.

If you have any concerns please do not hesitate to contact me.

Yours faithfully

Miss Kath Greenway
Headteacher