



Beatrix Potter Primary School
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Debt Policy

The school will actively pursue the collection of monies owed to it. This policy incorporates the School Meals Debt policy for parents. The parent/s of the student are liable for the charge. The school will ensure confidentiality and anonymity of the families involved will be preserved at all times.

The school is required to ensure that:

All invoices outstanding are accurately recorded and maintained, including the date by which the invoice must be paid.

The school maintains documentary evidence of all the steps undertaken by the school to recover the debt. (This will include recording the dates that invoices and statements were distributed and/or phone calls, text messages and letters that have been sent to debtors.

Action to be taken when a debt arises:

1. Letter from School Business Manager – reminder giving 10 working days to pay.
2. Letter from Head Teacher – Final demand with statement “further action will be taken if this account remains outstanding of a period of no more than 10 days”.
3. Letter advising debtor that the debt will be passed to the hands of Wandsworth Debt Recovery service which is likely to result in legal action being taken against them.

3. Pursuance of Debt

The Governing Body has agreed:

the arrangements for debt recovery

- that 10 days is the maximum level of school meal debt which any family would be able to incur.
- to consider the school undertaking legal action
- to include in the minutes of the Governing Body their approval to pursue any outstanding debt.

The school should:

- Give the debtor appropriate notification and time to pay the outstanding debt.
- Send the debtor as a minimum a final statement, which states that this is the final notice and that further action will be taken.
- Notify the Governing Body of any outstanding debts.
- Pass on to the debtor, any costs incurred on the recovery of the outstanding debt.

4. Waiving of Debt

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted, and where it is not cost effective to pursue the debt through legal action.

- The Head Teacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship, up to £50.
- Any action related to an outstanding debt or the waiving/reducing of a debt should be dealt with confidentially and between the debtor and the Head Teacher
- However a debt over £50 can only be written off by resolution of the Governors finance committee on the recommendation of the Head Teacher or delegate.