

St Elizabeth's Catholic Primary School



Debt Recovery Policy

**Adopted - January 2025
Review date - January 2027**

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Mission statement

At St Elizabeth's Catholic Primary School we strive for fullness of life for everyone. Through education and prayer, we listen, learn and grow with Jesus.

Introduction

The Governing Body is responsible for the financial management and well-being of St Elizabeth's School and operate Financial Regulations for Schools in accordance with the procedures laid down by Staffordshire County Council. This includes all finances linked with the school including Pre School and Out of Hours Clubs.

Debt Management

Within St. Elizabeths School, the Office Manager and / or Administration Assistant, Head Teacher and/or Deputy Head Teacher provide authorisation for all expenditure and income as approved by the Governing Body - in accordance with the Scheme of Delegation, which is reviewed by the Governing Body each autumn term.

The Office Manager, implements the Schools Financial Procedures and School Financial Value Standard using the Staffordshire Finance Systems; My Finance, Access and RBS Procurement.

My Finance Debt Recovery

The procedure for debt recovery is as follows:

1. Where a customer invoice has been raised using the My Finance system, the County Council income team will carry out standard debt recovery procedures on behalf of St Elizabeth's School.
2. At the same time, St Elizabeth's School's Office Manager will proactively contact customers via email and telephone in order to recover any debt, also ensuring that further goods or services are not supplied to customers who have not paid for items or services received or used.
3. When all practical and cost-effective methods of debt recovery have been exhausted by the County Council income team, the Director of Finance and Resources will notify the school of the amount of debt that is considered to be irrecoverable and should be written off. Writing off debt will lead to a charge appearing on the school budget as the income was credited to the school budget when the invoice was raised.

4. The governing body must approve the writing off of any debt in relation to the delegated school budget. The governing body must take into account their review of the age and size of each customer's debt and any advice from the Director of Finance and Resources.

Parent Pay Debt Recovery

The preferred method of payment to school by parents is Parent Pay, which is an online facility offering 24 hours/7 day a week payment capture, thereby creating a cashless office and minimising the potential risk of fraud.

The procedure for recovering debt from the parents of St Elizabeth's School is as follows:

1. An email and/or text message is sent to the parent to advise the nature and amount of debt, requesting payment via Parent Pay.
2. Should the debt not be cleared within 48 hours, then a further email and/or text will be sent requesting immediate payment. Where the debt is for Diner money parents are instructed to provide a packed lunch until the debt is cleared.
3. A letter will be sent to parents to request payment should any account continue to remain in arrears and a meeting may be arranged with the Leadership Team to discuss the matter in more detail. The School Debt Policy is available to view on the school website and advises parents to contact the school should they wish to discuss any financial difficulty they may be experiencing.

Educational Visits

Educational Visits are organised by school in order to enhance the learning and development of children, the cost of which is kept to a minimum as far as possible. A voluntary parental contribution is requested via letter and parents in receipt of Free School Meals are subsidised by pupil premium.

Where insufficient payments are received from parents, St Elizabeth's School may cancel the visit and the proposed learning will instead take place in school. However, where the majority of parental contributions are received, Pupil Premium money will be taken from the budget to pay for Free School Meal children and the remainder of the cost will be borne by School Fund.