



# **Hazelwood Schools**

## **Debt Recovery Policy**

**Reviewed: March 2010**

**Review by: Governors**

**Next date of review: March 2011**

# HAZELWOOD INFANT AND JUNIOR SCHOOLS

## DEBT RECOVERY POLICY

1. The Schools will actively pursue the collection of monies owed to it. This policy incorporates our Schools Meals Debt Policy for Parents.  
If the student is not an adult, the parents of the student are liable for the charge.  
The schools will ensure confidentiality and the anonymity of the families involved will be preserved at all times.
2. **The Schools are required to ensure that:**
  - all invoices outstanding are accurately recorded and maintained.
  - there is documentary evidence of all the steps undertaken by the school to recover the debt. This includes recording the dates that invoices and statements were distributed and/or phone calls, text messages and letters that have been sent to debtors.
  - for all outstanding debts, a final statement (stamped final notice) is issued to all persons liable for the charge. This statement must state “further action will be taken if this account remains outstanding after a period of no less than ten days”.
3. **Pursuance of Debt**  
**The Governing Body has agreed:**
  - the arrangements for debt recovery
  - agreed that 10 days is the maximum level of debt which any family would be able to incur
  - consider the schools undertaking legal action
  - include in the minutes of the Governing Body their approval to pursue any outstanding debt.  
**The Schools should:**
  - not pass onto the debtor any costs incurred in pursuing the outstanding debt
  - 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.
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 Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing financial hardship.

However, a debt can only be written off by resolution of the Governing Body on the recommendation of the Headteacher or delegate.

Any action related to an outstanding debt or the waiving / reducing of a debt should be dealt with confidentially between the debtor and the Headteacher.

Date approved by Governing Body : .....

Review date : .....