

'Shine like stars in the world.'

Philippians 2:15



St Paul's CE Primary School

Debt Recovery Policy

Our Vision

Our school is one family, united in love and deeply rooted in our Christian values, where together on life's journey we flourish, striving for excellence in all that we do. Inspired by the transformation of St Paul, and enlightened by the glory of God, we will shine like stars to make the world a better place.

Our Core Values

Love, Forgiveness, Faith, Friendship, Hope and Peace.

St. Paul's CE Primary School will actively pursue the collection of monies owed to it. The parents/carers are jointly and severally liable for the charge.

The School Business Manager is required to ensure:

- All outstanding invoices 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 invoices and statements were distributed and/or phone calls and letters were sent to debtors.
- If the debt remains outstanding after two weeks a final statement is issued to all persons liable for the charge stating "action will be taken if this account remains outstanding after a further period of two weeks from the date of the statement".

The Governing Board must:

- Consider the arrangements for debt recovery.
- Recommend the maximum level of debt which any family would be able to incur (£20)
- Approve the legal action.
- Include in the minutes of the Governing Body their approval to pursue any outstanding debt.
- As far as they are able, to ensure the anonymity of the families involved is preserved at all times.

Pursuance of Debt

The School will:

- Provide initial reminders, informally in person at collection/drop off time, text messages or phone calls
- A first reminder letter will be issued after **2 weeks** from any informal reminder
- A second reminder letter will be issued **2 weeks** after the first letter
- Give the debtor appropriate notification and time to pay the outstanding charge.
- Should a debt need to be taken beyond the two reminder letters, formal written evidence may have to be produced including the written reminders, phone calls and meetings. It is therefore important that two written reminders are sent
- Not pass onto the debtor any costs incurred in pursuing the outstanding debt.

Resolution of Debt

A recommendation to waive or reduce a debt, where it is believed that the debtor is experiencing financial hardship, 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. A debt may be written off or reduced in accordance with the School's Scheme of Delegation or by resolution of the Governing Body.

Any action relating to an outstanding debt should be dealt with in a confidential manner at all times.

Reviewed by Cath Mann	Spring Term 2026		
Next Revision	Annual	Bi-annual	Tri-annual
To be reviewed	Spring Term 2028		