

Woodland Primary School

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Debt Recovery Policy

Introduction

The Governing Body has a responsibility for ensuring that appropriate procedures are in place to enable Woodland Primary 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.

Parents should be made aware of this policy and the school's procedures by being sent a copy of the policy. Information will also be published on the school website.

Principles

- **The School**, in conjunction with Humber Education Trust (HET) will actively pursue debtors, including parents/carers for the collection of monies owed.
- **The Headteacher and administrators** will ensure that;
All letters requesting monies outstanding are accurately recorded and maintained;
There is documentary evidence of all the 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/hand delivery to the person(s) liable for the charge;
Each case involving a family will be judged on their 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 Governing Body:**
Must consider the arrangements for debt recovery;
Must approve the school undertaking legal action in any particular case;
Must include in the minutes of the meeting or record of the decision, its approval to pursue any outstanding debt;
Will ensure that the identity of a family involved is only disclosed to those who need to know under this policy;
May delegate its responsibilities under this policy to the Governing Body.
- **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/hand delivery, which states that this is the final notice and that further action will be taken.

Pre-school Fees

The Governing Body of Woodland Primary School has adopted a NO DEBT policy for additional nursery sessions. This means that additional nursery fees should be paid weekly/monthly IN ADVANCE. If fees are not paid within the time scales the Headteacher reserves the right to suspend the child from attending the additional sessions. He/she will only be able to attend for the 15 hours funded allocation until the debt is cleared. Fees continue to be payable if a child is absent for any reason including illness or holidays taken in term time.

School Meals

The Governing Body of Woodland Primary School has adopted a NO DEBT policy relating to the provision of school meals. This means that all money for school services must be PAID IN ADVANCE. In exceptional circumstances a credit of £10 will be extended. Once this limit has been reached no school meals will be allowed at school until the debt is cleared.

**Humber Education Trust is an exempt charity regulated by the Secretary of State for Education.
It is a company limited by guarantee registered in England and Wales (company number 08682547),
whose registered office is at c/o Bude Park Primary, Cookbury Close, Bransholme, HU7 4EY**

Adelaide Primary, Broadacre Primary, Christopher Pickering Primary, Clifton Primary, Frederick Holmes School, Ganton School, Maybury Primary, Neasden Primary, Parkstone Primary, St Nicholas Primary, Tweendykes School and Woodland Primary