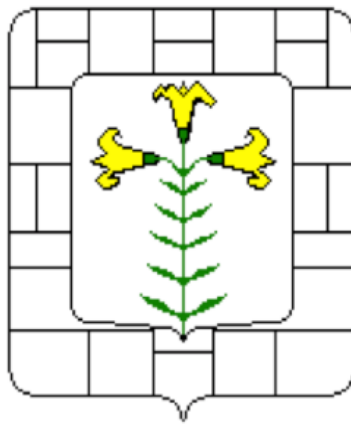


FEDERATION OF ST ANNE'S AND ST MARTIN'S CATHOLIC PRIMARY SCHOOLS

ST ANNE'S CATHOLIC PRIMARY SCHOOL



Learning to live by faith and to be known by love

CREDIT CONTROL AND BAD DEBT POLICY

Policy Management

| | |
|------------------------------------|--------------------------------------------------------------------------------|
| Policy owner | Headteacher |
| Approved by: | Resources Committee |
| Date of next review | February 2026 |
| Review cycle | Annual |
| Policy published on website | Yes |
| Date approved and by whom | Resources Committee 12th February 2025 |
| Type of Policy: | Non- Statutory |
| Template Based on: | School Bus/the key |
| Statutory Guidance | <i>Insert any link to any statutory guidance relating to the policy</i> |

Document Owner and Approval

St Anne's School is the owner of this document and is responsible for ensuring that this policy document is reviewed in line with the School's policy review schedule.

A current version of this document is available to all members of staff on the school website and in hard copy from the school office.

Statement of intent

St Anne's Catholic Primary School is committed to ensuring equal opportunities for all pupils, regardless of financial circumstances, and has established policies and procedures to ensure that no child is discriminated against by our offering of Nursery non funded sessions, after school club, school trips, activities and educational extras.

While this is the case, the school must have a policy in place to ensure the repayment and recuperation of any outstanding debts incurred by the school on behalf of a pupil. The school will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures, commensurate with the size and nature of the debt, have been taken to recover it.

Each case is to be treated individually and the circumstances that have led to the outstanding debt will be taken into account to determine the best course of action and whether it is fair and reasonable to pursue the debt in its entirety if at all. The school is committed to adhering to legal requirements regarding charging for school food, activities and materials, and meeting all statutory guidance provided by the DfE.

Credit Control

Invoices for Nursery private sessions and lunch sessions will be issued monthly in advance and payment will be required by the last day of the month. Payments are to be done in ParentPay, though parents can use childcare vouchers, government Tax Free Scheme or bank transfers.

For Breakfast and After School Club sessions, bookings and payments should be done in ParentPay directly by the parents 24 hours in advance, no invoice will be sent. Payments can also be done via childcare vouchers, government Tax Free Scheme, bank transfers or cash.

All debts will be recorded and non-payment will be followed up by issuing reminders as follows

- For up to 1 month after due date - informal in-person, telephone, school communication system or email correspondence notifying the individual of debt with the date and time officially recorded.
- For up to 2 months after due date - an official, dated letter addressed to the debtor which will be written after the first informal reminder and will acknowledge that it took place.
- For more than 3 months after due date – Second formal and final reminder, citing the details of both previous reminders and stating that concerted efforts have been made to make the person aware that an outstanding debt is overdue. Legal action will be sought as appropriate

We reserve the right to suspend provision of the Nursery service if payment has not been received or a satisfactory payment schedule agreed, before the final reminder is sent. In the case of the Breakfast and After School sessions, the suspension of the service will be triggered after 3 unpaid sessions.

After 3 months, where a debt is still outstanding, legal action will be considered and the debtor will be informed of this in writing.

Providing contact and conversations are taking place or a repayment programme has been agreed the above procedure maybe delayed.

Once raised, no bona fide debt may be cancelled, except by full payment or by its formal writing off and this must be authorised by the Head Teacher.

Bad Debt

If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, or the cost of recovery is greater than the amount of the debt being recovered, individual bad (irrecoverable) debts may be written off in accordance with the following procedures:

- Those up to the value of £100 to be approved by the Head Teacher and reported to the next meeting of the Finance Committee.
- Those to the value between £101 and £999 to be approved by the Head Teacher and the Reading School Finance Business Partner. To be reported to the next Finance Committee meeting.
- Those exceeding £1000 to be approved by the Head Teacher, the Reading School Finance Business Partner and the Governing Body, either directly or after consideration by the Finance Committee.