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Revised | 2020

## Debt Recovery Policy 2021-22



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## Torriano Primary School - Debt Recovery Policy

Torriano Primary School will take all reasonable measures to collect all debts as part of its management of public funds.

Order	Medium	Time Scale	Member of Staff
Step 1 – 1 <sup>st</sup> Reminder	Text	1 week	Receptionist
Step 2 - 2 <sup>nd</sup> Reminder	Email via Arbor & call	1 week	Receptionist
Step 3 – Notification of move from school lunch to packed lunch	Email via Arbor & letter	1 week	SBM

### Free School Meal Eligibility

The school is informed by the LA when there is a change in free school meal eligibility, and letters are sent home to parents. If parents are eligible they will be backdated to the date provided by the LA. If they are no longer eligible they will be charged from the following week.

### Trip & Club Debt Management

In order to secure a place for an after school club or a residential trip, payment must be received prior to the trip taking place or the club start date. A place for a residential trip or a club will not be reserved without payment. Failure to pay for a trip or club will result in the place being withdrawn and offered to the next child on the waiting list.

Parents/carers with financial difficulties whose children wish to participate will be invited to discuss individual needs with the Headteacher or School Business Manager.

### Debt Recovery

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first overdue reminder. If no response is received from the reminders and notifications issued (table above), a call will be made by the School Business Manager or Finance Officer requesting that the debtor attend a meeting with the Headteacher, School Business Manager and a Finance Committee Governor to discuss repayments.

If there are genuine repayment difficulties and the debtor requests a negotiation of the repayment terms, they must contact the school and speak to the Headteacher or School Business Manager to discuss how the school can support them with this. If there is no contact, it will be assumed that the payments will be made in the requested time. The negotiation of repayment terms is at the discretion of the School Business Manager or Headteacher. A record of all such agreements will be kept and a letter will be issued to the debtor confirming the agreed terms. The settlement period should be the shortest that is judged reasonable.

### Writing off Debts

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. Torriano Primary School's debt recovery policy will observe the relevant financial regulations and guidance set out in The DFE Schemes for Financing Schools. In particular:

- Any debt over £100 requires the written approval of the Finance Committee, a debt of over £1000 requires the written approval of the Full Governing Body. A formal record of any debts written off will be maintained and this will be retained for 7 years.
- Torriano Primary School will not routinely initiate any legal action to recover debts, but will refer any debts which it has not been able to collect (unless a decision to write-off the debt is demonstrably a reasonable course of action) to the Finance and Personnel committee to consider taking legal or other action to recover the debt.

Last reviewed by Governing Body – Finance Committee	October 2021
Next revision	Annual
To be reviewed	October 2022