

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR DEBT RECOVERY



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Review of Policy

This policy was adopted by the Governing Body of the school on

Signed: Date:
Headteacher

Signed: Date:
Chair of Governors

| Review Date | Reviewed by |
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Portfield School Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

Policy Aim

The School will actively pursue the collection of monies owed to it. Credit facilities are allowed in accordance with our Lettings Policy.

1. Responsibilities

a) The School Administrator is required to ensure that:

- i. All invoices outstanding are accurately recorded and maintained.
- ii. There is documentary evidence of all the steps undertaken by the school to recover the debt.
- iii. For all outstanding debts, a final statement/letter is issued to all persons liable for the charge which states further action will be taken if this account remains outstanding after a period of no less than one week.

b) The Governing Body will:

- i. Review the arrangements for debt recovery annually.
- ii. Approve the School undertaking legal action.
- iii. Include in the minutes of the Governing Body meeting their approval to pursue any outstanding debt.

2. Pursuance of Debt

The School will:

- pass onto the debtor any costs incurred in pursuing the outstanding debt.
- give the debtor appropriate notification and time to pay the outstanding charge.
- send the debtor as a minimum a final statement/letter which states that this is the final notice and that further action will be taken.

3. Waiving of Debt

- The Headteacher can waive or reduce the debt, where it is believed the debtor is experiencing genuine financial hardship.
- a debt may be written off by resolution of the Governing Body on the recommendation of the Headteacher.
- 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.
- Any action related to an outstanding debt of the waiving/reducing of a debt should be dealt with confidentially between the debtor and the Headteacher.