



JAMES BATEMAN JUNIOR HIGH SCHOOL

DEBT RECOVERY POLICY
March 2018

“Where Pupils Achieve and Excel”

Introduction

James Bateman Junior High School sends out invoices to generate income from the following sources:

- Lettings income from hirers of school premises
- Staff used to support other schools
- Provision provided to outside companies
- Other occasional miscellaneous income
- Dinner money debt to parents over £25.00

This policy sets in place the procedures to follow to ensure the invoice is paid, and if not, that debt recovery is attempted.

1 Step one - Invoicing

- Lettings invoices are pre-numbered in sequential order and issued by the finance department.
- Parents / Carers of students on trips or making a purchase are advised of that cost prior to signing up to the trip or purchase. They are advised if payments are non-refundable and that cancellations may incur additional costs.
- All invoices or letters are sent out at the appropriate time. A copy of any invoice is kept as a debtors copy (duplicate copy in 'invoices for lettings').

2 Step two - initial reminder

- A reminder is made face to face or via e-mail in the first instance. A copy of the original invoice is sent via e-mail. This is sent out at an appropriate time, usually prior to, but not more than two weeks after, the due date. Copies of all reminders are kept in a lettings spreadsheet/calendar.
- Parents/Carers in arrears of lunch money will receive a weekly phone call that is logged on a debtor's updated spreadsheet kept within the finance folder on the schools network.

3 Step three - reminder letters

- Formal phone call and reminder letters are sent to the debtor by the Headteacher or School Business Manager. The latter will always communicate with the Headteacher before sending a letter home. Copies of all letters are kept in a debtors file.

4 Step four - refer to Governors

- Debts to be referred to the Governors as pupils leave the school to be written off. Every attempt to have recovered the monies owing will have been exhausted.

Policy Adoption and Revision Details				
Policy Adoption:	March 2017	Effective date:	27.3.17	Version 1
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