



St John Vianney Catholic School

Love one another as I have loved you



Debtors Policy

Mission statement

“St John Vianney School is an academic community which is characterised by the Gospel Spirit of Peace, Justice and Love. All that we do and say in our school will be dominated by Jesus’ words “Love one another as I have loved you”. Our school rules are based on this statement and carried in “our hearts and our heads” and reflected in the life and work of our school”.

St John Vianney Catholic Primary School is committed to safeguarding and promoting the safety and welfare of all children and expects all staff and volunteers to share this commitment.

Introduction

The policy of the Governors is to ensure that all viable steps are taken to recover money due to the school.

The Governors aim to minimise the number of instances that credit is given and to take prompt and appropriate recovery action in respect of unpaid debts.

Procedure

- Paperwork completed relevant to the goods or services being provided, e.g. lettings, application form, music tuition contract.
- Wherever possible payment requested in advance of the goods or services being provided. For economy reasons do not issue invoices for sums below £5.
- If invoices sent they will be issued as soon as possible.
- Outstanding debts will be monitored regularly (using Aged Debtor report).

Outstanding Debts

- a) After 21 days issue first reminder.
- b) After approximately a further 14 days another reminder to be issued.
- c) After a further 7 days, if appropriate, embargo further services to the bad debtor and refer to Legal Services. Notify other schools to prevent the debtor defaulting on debts across the city.

4.0 Minor debts

For minor debts i.e. parents owing money for music tuition – follow above procedure and if no response after stage (a) and (b) direct contact to be made by Headteacher

to request payment and offer support/advice if family experiencing financial difficulties.

5.0 Write Offs

Authority to write off unpaid debts is as follows:

- Up to £250 Headteacher
- £251 - £1000 Board of Governors
- Over £1000 Board of Governors and the City Treasurer.

Signed:

Date of Policy:

Review Date: