



# Debt Recovery Policy

Jan 2018

'In these stone horizons sing'  
(Gwyneth Lewis, Welsh poet)

## Debt Recovery Policy

### Introduction

The Governing Body has a responsibility for ensuring that appropriate procedures are in place to enable Maybury Primary School to receive all income to which it is entitled. For this reason it is important that the school has a policy for dealing with debts which is approved by the Governing Body.

This policy will be published on the schools website,

The School will actively pursue debtors, including parents/carers for the collection of monies owed.

The School will ensure that

- All letters requesting monies outstanding are accurately recorded and maintained
- There is documentary evidence of all the steps undertaken by the school to recover the debt, this includes the recording of telephone calls that have been made to the debtors and keeping a record of all letters and statements sent to the debtor.
- For all outstanding debt a final statement will be issued by recorded delivery to the person(s) liable for the charge
- Each case involving a family will be judged on their individual circumstances and the amount outstanding as to the length of time before legal action is started. The identity of a family involved is only disclosed to those who need to know under this policy.

The Governing Body will:

- Consider the arrangements for debt recovery
- Approve the school undertaking legal action in any particular case
- Ensure the approval to pursue any outstanding debt
- Will ensure that the identity of a family involved is only disclosed to those who need to know under this policy

To recover the debit the school will:

- Give the debtor appropriate notification and time to pay the outstanding charge
- Send the debtor a final statement by recorded delivery which states that this is the final notice and that further action will be taken.
- Take appropriate legal action

Policy formulated: Jan 2018  
Adopted by Governors: Feb 2018  
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