



Anfield Road Primary School

Debt Recovery Policy

Policy Drafted:	June 2025
Drafted by:	K Murphy
Review Period:	3 years
Approval Date:	18/06/2025
Review Date:	June 2028

1. Aims

Any money owed to the school has an impact on the budget and may affect the resources we can provide to all children. We hope that parents understand this and will make every effort to avoid owing the school money.

The school will take all reasonable measures to collect debts and to ensure that appropriate procedures are in place.

This encompasses all debts owed to the school including, but not limited to, payments for goods, services, school visits, and Nursery wraparound payments.

A debt will only be written off after all reasonable measures have been taken to recover it.

In general, payment for all goods and services supplied by the School should be collected in advance or 'at the point of sale'.

2. Procedures

The acceptable period of a debt will be 30 days, which must be stated on invoices and/or charging documents/letters. Any debt outstanding after this period will be dealt with, by the Director of Business and Finance or other delegated personnel, as follows:

- 1) An invoice should be issued on official school stationery, for the full amount in order to officially set up the debt
- 2) The first reminder letter will be sent through the pupil
- 3) If, within one week of the first reminder letter, payment has not been received, a phone call home will be made by one of the finance team. A second letter will also be sent to act as a prompt after the phone call
- 4) If no response or payment is received following the second reminder after 6 weeks, the school will send a letter, stated as "Final" to the debtor advising them that the matter may be referred for legal action. In such cases, schools should seek legal advice, at the school's cost, on how to proceed.
- 5) During this time until the debt is addressed and discussed the child may be unable to attend L4 or the Nursery wrap around provision
- 6) At this point, at the discretion of the Governing Body, the debtor may be advised that they will have to pay in advance for certain services in the future.
- 7) Staff will endeavour to support debt payment through payment plans and encourage parents to discuss these options with the finance team

3. L4 After School Provision Debts

- In 2024 the school introduced the ParentPay service for payments for L4. Parents are asked to book and pay for all childcare provision in advance.
- All payments for L4 must be made in advance through ParentPay unless agreed with
- L4 Manager Katie Murphy
- Any debts incurred will follow the process as previously described in the policy

4. Nursery Debts

- Payments for Nursery wraparound care must be made in advance.
- Payments will be made through a bank transfer, cheque or cash.
- The plan will be to move all payments to ParentPay 2025/26

5. Negotiation of Repayment Terms

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder.

However, if debtors are unable to pay on time and make requests for 'repayment terms' these may be negotiated at the discretion of the Headteacher.

The debtor may be advised that they will be required to pay in advance for all future supplies or the supply will no longer be available to the pupil or to the debtor. This decision and its basis will be recorded.

A record of all such agreements entered into will be retained and in all cases, a letter will be issued to the debtor confirming the agreed terms for repayment.

6. Debt Write Off

All efforts to recover the debt, must have been exhausted, before being considered for write off, including:

- i) Assessing if all reasonable steps been taken to recover the debt
- ii) Assessing the prospect of recovering the income without significant investment in time or resources e.g. where the value of the debt is less than the cost of recovering it

The Headteacher may write off debts up to £250 (Primary), which should then be reported to the next Governors meeting for ratification.

Debts over this level, but less than £5,000 may be referred to the Governing Body for a decision to be written off.

Any debts above £5,000 should be referred to the LA for advice and decision to write off.

The school will not write off any debt belonging to the LA but will refer to LCC Finance Team at Liverpool, so that they may resolve the issue on the school's behalf.

A register of all debts written off must be maintained.

7. Reporting of Outstanding Debt

The Director of Business and Finance will ensure that the level of outstanding debt is monitored reported to the Finance and Staffing Committee and the Governing Body in their scheduled meetings.

The Committee will review the level of outstanding debts every term to determine whether this level is acceptable and whether action to recover debts is effective.

The system of accounting maintained should be so up to date that the level of outstanding debt is known at any time. The Director of Business and Finance will inform the Headteacher of outstanding debts on a monthly basis.

8. Policy Review

This policy will be reviewed annually by the Finance and Staffing Committee and approved by the Governing Body.

Signed _____ Dated _____
Chair of Finance and Staffing Committee

Signed _____ Dated _____
Chair of Governing Body

Date of next review: _____