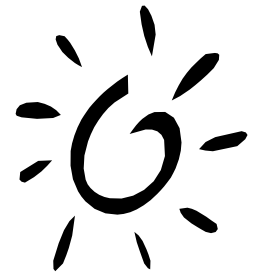
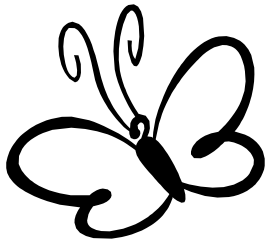


SS PETER AND PAUL CATHOLIC PRIMARY SCHOOL
(Little Learners and Kids' Club)

Monitoring and Recovery of Outstanding Costs/Fees
Policy



Mission Statement

With Jesus as our guide, we learn, pray and live together, in a safe and happy way.

Policy for the monitoring and recovery of outstanding costs/fees

Monitoring

- The Headteacher must monitor income/outstanding debts for all settings.
- A written report must be presented to the Headteacher at least monthly.
- The Headteacher must be notified of any debts over £50.
- Invoices will be produced monthly.

The following actions will be taken whenever there is a debt outstanding after a two week period. The Headteacher must be kept informed at all stages of this recovery procedure.

Procedure

1. A standard letter or text message will be sent informing the debtor of the amount due and a specified date for which payment should be received (2 weeks after message sent). Debtors will be invited to contact the school if there are any problems concerning the debt and/or their ability to pay, at which point the school will usually provide a detailed breakdown of the charges at this point.
2. A second letter or text message will be sent reminding the debtor of the amount due and a specified date for which payment should be received (1 week after message sent). Debtors will be invited to contact the school if there are any problems concerning the debt and/or their ability to pay.
3. When no payment made and there are no extenuating circumstances (see below), a personal letter from the Headteacher will be sent asking the parent(s) to come into school to discuss the outstanding money. It may be appropriate for a member of the *Governors' Finance Committee* to be present at this meeting.
4. At any stage, the Headteacher may take into account any extenuating circumstances and the school may consider a payment plan. This payment plan will be detailed in writing and signed by both parties.
5. Should no payment or offer to pay be forthcoming then a final notice will be sent (recorded delivery), informing the debtor that failure to contact the school or make payment (2 weeks after this final notice) will result in further action to reclaim the debt. This will usually be to inform Staffordshire County Council and a debtor invoice will be raised.
6. If no payment received or plan agreed, then a letter will be sent informing the debtor that their details have been forwarded to Staffordshire County Council or County Courts (as applicable).

The *Governors/Headteacher* reserves the discretionary option to continue or cease to provide the specific service during the period of debt recovery.

This policy was adapted: November 2016 due for review November 2018