

DEBT RECOVERY POLICY

Every effort is made to recover monies owed to the school in a sensitive but effective way. However, depending on the amount owing we will take the debtor to the Small Claims Court.

Lunch money:

- 1 Approximately one week in arrears an email, with the 'Finance Update' from the Governors attached, is sent and/or verbal reminder if the parent is seen in school or at the office.
- 2 The second week text/email and telephone reminders are sent.
- 3 The following week a letter is sent with the Head's signature stating that meals will be withdrawn and packed lunches must be provided until the debt is cleared.
- 4 The fourth week we will withdraw the provision of meals.

Trip money – voluntary contributions:

- 1 Approximately 2/3 days before the deadline for payment an email reminder, with the 'Finance Update' attached, is sent.
- 2 The day after the deadline for payment, a written reminder (copy of the original letter) is sent.
- 3 The following week, further texts/emails and trying to catch the parent in school/or telephone reminder, explaining that the trip may have to be cancelled.
- 4 If insufficient contributions (less than 75%) are received, the trip will be cancelled.

Residential trips – payment is mandatory:

A non-refundable deposit is required for these trips and as much notice given to parents as possible, allowing them to pay in instalments.

- 1 Approximately 2/3 days before the deadline for payment an email reminder is sent.
- 2 The day after the deadline for payment, a written reminder (copy of original letter) is sent.
- 3 If no response has been received, the child's place on the trip will be cancelled.

