

Toll Bar Primary School

DEBT RECOVERY POLICY

The Governing Body has a responsibility for ensuring that appropriate procedures are in operation to enable Toll Bar Primary School to receive all income to which it is entitled.

A debt recovery policy has been developed to support the School's Financial Regulations and is stated below.

Policy Statement on Debt Recovery

1. The School will actively pursue the collection of monies owed to it.
2. The School will enforce its Regulations as part of its debt recovery procedures.
Parents who have outstanding debts will be sent a letter at the end of every week for the first three weeks.

Procedures

1. Every Thursday a reminder letter is sent to any parent that has not paid for dinners taken by their child in that week.
2. Where a parent hasn't paid after 2 weeks, a letter is sent to them requesting payment by the following week. Parents are asked to provide packed lunches until the debt is paid.
3. if we have still received no payment at the end of 3 weeks, the details of the debt is passed on to DMBC.

Signed

Date