



# Moira Primary School

## Debt Recovery Policy 2025-2026

This policy is reviewed every year and was agreed by the Governing Board of Moira Primary School in July 2025 **and will be reviewed again in September 2026.**

Signed: \_\_\_\_\_ Chair of Governors

Date: \_\_\_\_\_

## Introduction

The Governing Board of Moira Primary School has a responsibility to ensure that appropriate procedures are in place to enable the school to receive all income to which it is entitled. The school will therefore take all reasonable measures to collect monies owing to it as part of the management of public funds. Collecting payment from parents or carers is a sensitive area and we will deal with the issues of debt collection in a sensitive and confidential manner.

## Aims and Objectives

Moira Primary School complies with all of Leicestershire County Councils requirements for "The Scheme for Financing Schools" Regulations with regards to the follow aims

- To make sure there are sound and proper financial procedures in school for dealing with the school's finances
- To ensure that proper controls are in place
- To provide a clear framework for managing school finances
- To protect the school governors, headteacher and school employees

## Procedures

Moira Primary School will carry out standard debt recovery procedures for all outstanding debts (of 14 days or longer) as follows

1. A gentle reminder (telephone call, letter, e-mail or in person).
2. If no payment after 7 days, a letter will be sent from the Headteacher.
3. If no payment after a further 7 days, a formal letter will be sent from the Chair of Governors, informing the parent/carer that no dinners will be allowed until the debt is clear.
4. If no payment after a further 7 days, a third letter will be sent informing the debtor that the debt has been passed to the County Council Legal Department.

**Any parent or carer who finds themselves in a situation where they are struggling to make payments are encouraged to contact the headteacher**

## Dinner

Payment for school meals should be paid in advance each week. Parents are encouraged to pay half termly or at least weekly in advance. Dinners are paid for via top-up in School Money. The office is unable to access this system to take payment via cash or pay via card on behalf of parents. Payment **MUST** be made by parents via School Money. If payment is not received, parents/carers will be sent a reminder at the end of each week, via email.

After stage 2 of the procedure has been implemented (listed above) then a further letter will be sent via email advising parents that their child will no longer be entitled to a school meal and that parents should send their child with a packed lunch. Every effort will be made by the school to make personal contact to ascertain whether financial difficulties are present and then advise accordingly. All reminders (copies of emails, letters and verbal reminders) will be kept on file.

## Educational and Residential Trips

It is not possible for the school to meet the full cost of all educational and residential visits. Parents/carers will be asked for voluntary contributions towards the cost to assist with the funding and payments will need to be received in advance. Parents/carers have no obligation to make a voluntary contribution and can be assured that their child will not be excluded from any activity. Payments will need to be received in advance. For residential visits parents/carers are given the opportunity to pay in instalments should they wish. Payment must be paid in full before departure date. If insufficient

voluntary contributions are raised to fund a visit and the school cannot source funding from elsewhere, the activity will be cancelled.

### **Implementation, Monitoring and Review**

Day to day implementation of the procedures will be carried out by the school office manager and will be overseen by the Assistant Headteachers and Headteacher. The school office manager will present a report to the Governors of any outstanding debts at every Full Governing Board Finance Meeting.

Data will be processed to be in line with our requirements and protections set out in the UK General Data Protection Regulation, Data Protection Act as amended by the Data (Use and Access) Act 2025.