

	Debt Recovery Policy	
	☐ Complete Revision ☐ Partial Revision ☒ New ☐ No Changes	Review cycle: Every 2 years

Author of policy:

☒ Derbyshire County Council	☐ School Based	☐ Other
		Details: The School Bus

If Derbyshire County Council / DfE, which issue number:

Issue 1	Issue 2	Issue 3	Issue 4	Issue 5	Issue 6	Issue 7	Issue 8	Issue 9	Issue 10

Revision Record:

Review date	Revised by	Comments
08/10/2026	Sharron Ashby	No changes

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Debt Recovery Policy

HALLAM FIELDS JUNIOR SCHOOL

Adopted at the meeting of the Full Governing Body on 8th October 2026

Minute Number _____

Chair of Governors _____

Review Date: Autumn 2028

Management of Debts

This policy has been adopted to ensure that a consistent and fair approach is applied to debt incurred by parents/carers. The Local Authority is not accountable therefore the school has to pursue instances of non-payment. As a result, the school budget will have to directly fund any outstanding debts that cannot be recovered thereby directly affecting the amount of money that is available to provide education to all pupils.

To ensure that the School's budget is not adversely affected by the cost of providing a provision, the Governors consider the fairest system to all families is to pursue a 'Zero Tolerance' approach. Although, this may seem harsh to some parents, it is important that the provision does not run at a loss, otherwise the school budget will be affected, and to the detriment of all our pupils.

When payment has not been received, the school may provide the service where it is felt that this is a temporary situation that is not happening regularly e.g. lost or forgotten money, temporary hardship etc. however, details should be recorded in writing and a record maintained and monitored.

Procedures for parents falling behind with payments are as follows:

1. The School Business Manager (SBM) will initially speak to the parents at the first opportunity to ensure that debts are not accumulated.
2. The SBM will then send a text reminder asking for payment within 7 days. The same process will be used if a payment fails to clear on Parentpay.
3. If the parent still does not pay, the parent will be issued with a letter and a copy of the invoice for the amount that is owed. *(see Appendix 2)*.
4. A final warning will be issued if payment has still not been made and the provision will be terminated. *(see Appendix 3)*.

Please note if step 2 happens on more than 3 occasions, provision will not be approved.

Monitoring and Recovery of Debt including Extended Services

An overview of any debts will be shared with the Budget Monitoring Reports to the Governing Body. The aim of this policy is to minimise the opportunity for debt balances to build up and incurring costly referral to the School's solicitors. The School does, however, reserve the right to begin legal proceedings to recover outstanding additional debts and inform the Local Authority, Legal Services.

Governing bodies are required to determine a policy concerning the writing off of debts, to include a limit appropriate to their size and circumstances. This policy includes levels as per our Financial Regulations Policy for the Governing Body at £1,000 and a lower level for which delegation may be authorised for the Headteacher at £100. In the case of larger debts (above the school limit and in any event where the debt is greater than £1,000) the school must consult the LA Director of Finance and ICT.

All write-offs of outstanding debt must be approved by the Headteacher / Governing Body as per the schools Financial Regulations policy.

Appendix 2

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear xxxx

OVERDUE FEES for XXXX

According to the School's financial records and your Parentpay / other account, you have not paid (the provision) money for (pupil name). As at xx/xx/xx your account is showing a debt of £xx.

In order that there is no detriment to the school's budget, please clear your child's debt by making arrangements for the outstanding debt to be paid immediately. Once you have cleared the current debt I should be grateful if you could ensure that you keep your account in credit.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely

David Brown

Headteacher

Parent or carer of (Pupil Name)

(Address Line 1)

(Address Line 2)

(Address Line 3)

(Post Code)

Date: XX/XX/XX

Dear XXXX

OVERDUE FEES for XXXX

I am writing regarding the current level of outstanding debt that is showing on your account. Despite previous correspondences and messages, the debt for your child xx is still outstanding. The School's records and your Parentpay account show that as at xx/xx/xx your account is £x in debt.

I would ask that you please make arrangements to clear this debt immediately and take steps to ensure your account is kept in credit in the future.

As the School's budget will have to fund any overall debt, it is essential that all payments are up to date so that the quality of the service provided to all pupils is maintained. Unfortunately, if the debt is not cleared by xxxxx the provision will no longer be provided to your child. The School reserves the right to begin legal proceedings to recover the outstanding debt and to inform the Local Authority.

If you have any queries regarding these arrears, please contact the school office immediately so that this matter can be resolved.

Yours sincerely

David Brown
Headteacher