



Newby and Scalby Primary School

(An Academy within Scalby Learning Trust)

Academy Policy

Debt Policy

Approver: Governing Body
Review Cycle: Annual

| Revision History | | | |
|------------------|---------|---|--------------------------------|
| Date | Version | Short Description of Changes | Approved by: |
| Nov 2010 | V1.00 | Policy Approved | F&HR Committee |
| June 2012 | V1.01 | Change of title to include meals and residential visits | F&HR Committee |
| Dec 2013 | V1.01 | No Changes | HT Recommend to F&HR Committee |
| May 2019 | V1.02 | Updated to reflect changes in governing body structure & Academy status | HT & Finance Governor(s) |
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The School will adhere to the Data Protection Principles and other legislative requirements set out in the Data Protection Act 2018, General Data Protection Regulation, and related information governance legislation.

POLICY FOR DEALING WITH UNPAID SCHOOL MEAL DEBTS REFERRED TO THE GOVERNING BODY

Principles Underpinning this Policy:

- All school meals should be paid for in advance and the school does not, as a matter of course, offer credit in respect of pupils taking school meals.
- It is accepted that there will be occasions when monies are owing in respect of school meals, typically where:
 - Qualification for school meals has expired but these have continued to be provided in the absence of due notification
 - At the discretion of the Head or Deputy Head, a meal is provided due to child welfare concerns
- Every reasonable effort will be made by the School Finance Officer to collect outstanding debts prior to referral to the Governing Body
- Any debts outstanding in excess of £50 will be referred to the Trust Finance Manager for collection in accordance with standard procedures

POLICY FOR DEALING WITH UNPAID RESIDENTIAL VISIT DEBTS REFERRED TO THE GOVERNING BODY

Principles Underpinning this Policy:

- **It is school policy to ensure that every child gets the opportunity to attend an outdoor residential visit in Y4 and Y6.**
- All residential visits should be paid for in advance and the school does not, as a matter of course, offer credit in respect of pupils taking part in residential visits.
- School will subsidise 50% of the cost of residential visits from its allocation of Pupil Premium funding to ensure that every effort is made to enable all pupils to access the opportunities.
- Families, with the agreement of the Headteacher, can arrange a payment plan that extends beyond the date of the residential visit.
- It is accepted that there will be occasions when monies are owing in respect of residential visits, typically where:
 - Families do not qualify for access to free places funded by NYCC and the cost of the visit is substantial relative to disposable income
 - Family circumstances change following consent being given for a child to attend a residential visit
- Every reasonable effort will be made by the School Finance Officer to collect outstanding debts (acknowledging that the visits are an integral part of the school curriculum and undue pressure will not be placed on the family) prior to referral to the Governing Body.

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| Date: 15/05/2019 | Version: v1.02 | Review Date: May 2020 | | |

- Any debts outstanding in excess of £50 that are considered uncollectable will be referred to the Finance Governors and may be referred to the Trust Finance Manager for collection.

Governing Body Principles:

The Finance Governors have delegated authority from the Full Governing Body (FGB) to agree the approach with regard to outstanding debts or agree to write off any amounts accrued providing these are less than £50 per pupil.

In the event of outstanding debts being referred to the FGB, due consideration will be given to the following:

- Whether the accrual of debt could have been reasonably prevented and therefore if any changes to procedures or controls are required
- Whether every effort has been made to recover the debt
- If a debt associated with school meals is greater than £50, the debt should be referred to the Trust Finance Manager under advice to the FGB
- Whether there is potential for future accrual of further debt, either from the same pupil or a sibling
- Whether the pupil incurring the debt continues to be a pupil at the school

Relative to the above information, the FGB will propose one of the following:

1. Confirm write off of the debt and closure of the file. This will be proposed typically where the child has left school and there is little prospect of recovery and no risk of further accrual.
2. Confirm no further recovery action for a set period with a proposal to review the position again upon at a future determined time. This will be proposed typically where the child (or a sibling) remains in school and there is a risk of further debt accrual or potential for payments to be made in the future. The FGB may request reminders to be sent annually or during each term (where the pupil is in their final year of school).
3. Request further action to recover the debt
4. Propose an alternative course of action

Once the action has been agreed, any amounts to be written off will be minuted in the FGB minutes.