



Christleton Primary School
Be the best you can be

**Bad Debts
Policy**

Date of Policy	March 2017
Policy Reviewed	
Next Review	March 2020
Signed Head teacher	
Signed Chair of Governors	

Christleton Primary School Bad Debt Policy

When bad debts occur -

- i. In the first instance the Bursar will issue a reminder at her discretion. As a school we will make it clear that we are willing to support a family to settle debts by coming to a mutually convenient arrangement, e.g. allowing payment by instalments, a longer payment term etc.
- ii. Should the debt continue to be outstanding the Bursar will negotiate for its payment. In the case of dinner money a sequence of 3 standard letters will be issued requesting payment before the debt is then passed on to the LA for recovery. The LA Income Section will issue an invoice request form SS703 for completion by the school. An invoice will be issued to the debtor based on the information provided on this form and will be followed up after 30 days if payment has not been received.
- iii. If the debt remains and is less than £25 the Head Teacher, with the consent of the Chair of Governors, may cancel, replace, or write-off the debtor's account.
- iv. The write-off of bad debts will be reported to the governing body with full explanation of the reasons for the write-off.
- v. The written-off amount could be debited against the school's budget to offset any credit received when the account was first raised.
- vi. It is understood that the Local Authority may not pursue any debt of less than £25.