



ST. AIDAN'S CATHOLIC PRIMARY SCHOOL

Headteacher: Mrs. J. M. Farrimond, B.A. (Hons) N.P.Q.H

Debt Management and Dinner Money

LEADER / CO-ORDINATORS	Mrs J M Farrimond
GROUPS INVOLVED IN DISCUSSION	Headteacher Senior Leadership Team All Staff Governing Body
LINK TO SCHOOL IMPROVEMENT PLAN	Priority 1 and Priority 2– Quality of Leadership and Management

DOCUMENT PURPOSE

As mentioned in our Mission Statement, we believe that each and every child deserves the very best and that they are encouraged to develop their abilities to the full.

**“Hand in Hand, In the image of Jesus,
We grow together and celebrate who we are.”**

Introduction

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

This policy sets out the procedures for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

Policy

Payment should be obtained as and when goods/services/facilities are provided wherever possible; In particular where the value of goods and services is relatively small, i.e. less than £100.

Where payment is not received at the time when the goods/services/facilities are delivered an invoice must be raised as soon as possible, but normally within 7 days of the goods/services/facilities being provided.

Invoices should state that the bill is due and payable at the invoice date.

If no payment is received within 21 days from date of issue of the invoice a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

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Where only part of the debt has been settled a final reminder for the balance outstanding should be issued 21 days from the issue of the invoice. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

Where a debtor requests permission to settle the debt by instalments and extend the normal terms and conditions of supply they must submit an application in writing explaining the reasons for their inability to meet the original contract terms. The Headteacher and Chair of Finance Committee will agree the revised terms, which must not exceed 49 days from the date of issue of the invoice. If the debt is not settled within the terms set by the Headteacher and Chair of Finance then a final reminder should be issued to the debtor. The final reminder should clearly state that legal action will be taken if the debt is not settled in full within a further 14 days of the date of the reminder.

At each meeting of the Governing Body/Finance Committee, the Headteacher is required to inform the Governors of any debt which is still outstanding after the 14 day period following the final reminder, together with any proposed action: This may be a referral to solicitors for legal action, a debt collection agency or to write-off the debt if there is no realistic prospect of debt recovery being successful, or if further action is not cost-effective.

Outstanding debt of up to £50 may be written-off by the Headteacher provided that the appropriate follow-up actioned outlined above has been taken and the details of the debtor, amount written-off and the reason for no further action being taken is reported to the Finance Committee for information at their next meeting.

Write-off of outstanding debt in excess of £50 must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.

A write-off must not be communicated to the debtor. It is not an acknowledgement that the debt does not exist, but is an internal transaction in the accounts of the school, which removes the debt from the records.

Individuals or organisations that have previously defaulted on payments to the school are not allowed credit facilities.

Where a debtor's payments are regularly or consistently paid outside the terms of supply the Headteacher must consider withdrawal of credit facilities and request the individual/organisation to pay for goods/services/facilities at the time they are consumed.

To prevent accumulation of arrears in the payment of fees for Flexible Delivery in Nursery (with effect from 1st September 2010), fees are requested 4 weeks in advance.

Dinner Money Arrears

Procedure to advise parents / Guardians in writing that school dinner money arrears exist and unless they are rectified within a set period of time, further meals will not be provided.

The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding dinner money.

This policy sets out the procedure for debt recovery and for the write-off of any debt which is deemed to be irrecoverable.

- Dinner money should be collected each week on Monday in advance of school meals taken.
- Dinner money cards to be used as a receipt to parents.

□ Late payments to be accepted during the week.



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ARREARS OF 1 WEEK (or part week 1-5 arrears) If payment is not received by Friday forward Appendix

1 advising parents of

- ☐ Amount owed
- ☐ Date due.

ARREARS OF 2 WEEKS (or part weeks 6-10 arrears) If no payment is received and arrears have increased

forward Appendix 2 advising parents of

- ☐ Amount owed
- ☐ Date due
- ☐ If the amount remains outstanding school may not be able to provide school meals in the future and will request a packed lunch to be provided instead.

ARREARS OF 3 WEEKS (or part weeks 11-15 arrears) If no payment is received and arrears have increased

forward Appendix3 advising parents of

- ☐ Amount owed
- ☐ Date due
- ☐ If the amount remains outstanding school will be unable to provide further meals unless entitled to free school meals.
- ☐ Date when a packed lunch will need to be provided.

ARREARS OF 4 WEEKS (or part weeks 16-20 arrears) If no payment is received issue final reminder of full amount owed.

Where only part of the amount outstanding has been paid, the above procedure should be followed for the remaining balance.

Where the parent/guardian requests permission to settle by instalments or because of exceptional circumstances extend the normal pay period, the Headteacher will agree the revised terms. If the amount outstanding is not paid within the terms agreed by the Headteacher then a final reminder of the full amount owed will be issued. Governors will be informed of any final reminders which remain unpaid.

Outstanding debts of up to £50 may be written off by the Headteacher provided that the following action outlined above has been taken and the details of the debtor, amount written off and the reason for no further action being taken is reported to the Finance Committee for information at their next meeting.

Write-off of outstanding debt in excess of £50 must be approved by the Finance Committee following submission of details of the debt by the Headteacher together with reasons for no further action being taken.

A write-off must not be communicated to the debtor. It is not an acknowledgement that the debt does not exist, but is an internal transaction in the accounts of the school, which removes the debt from the records.

This policy was last up-dated on	November 2024
Discussed and agreed with Governors	28th November 2024 Full Governor
Formal Review of Policy	November 2028

Signed: _____
Headteacher, Mrs J. M. Farrimond

Chair of Committee

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St Aidan's RC Primary School, Winstanley

Tel: 223544

Date:

Name.....

Class.....

Dinner Money

Your child's dinner money has ARREARS

For Week Ending

Please send £..... arrears plus £11.00 for next week on Monday.

This will ensure your child's dinner money is kept up-to-date.

Notes

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If you have any queries please do not hesitate to contact Mrs Nickson in the School Office.

Cheques should be made payable to: St Aidan's Catholic Primary School. If your child wishes to change to sandwiches please call at the office to complete a change of meals form, by Friday morning at the latest, for the following week.



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Appendix 2

Dear Parent / Guardian of

Arrears of School Dinner Monies

A reminder has been sent home with your child giving details of dinner money owing, however we have not yet received a response.

We cannot give your child a free meal if you are not entitled to them.

You owe £..... as at please pay with next weeks dinner money on Monday, if the amount is not received we may ask your child to bring a packed lunch.

If this is a real problem for you, then please either telephone or come into school to discuss it as I feel it is unfair for children to be constantly reminded about dinner money which is owed to the school.

Thank you for your co-operation.

Yours sincerely

Mrs J Farrimond
Headteacher.

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Dear Parent / Guardian of

Arrears of School Dinner Monies

Despite my letter of..... you have not contacted me about the school dinner money you owe to school and the debt now stands at £.....

I am making a final appeal for you to pay this money by Friday

If the full amount outstanding is not received by the due date we will be unable to provide any further school meals unless your child is entitled to free school meals. Please therefore provide a packed lunch for your child on Monday and either call in, or telephone school to discuss repayment in full.

Thank you for your co-operation

Yours sincerely

Mrs J Farrimond
Headteacher



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Appendix 4

FINAL REMINDER

Dear Parent / Guardian of

Arrears of School Dinner Monies

Despite my letter of..... you have not contacted me about the school dinner money you owe to school and the debt now stands at £.....

I am making a final appeal for you to pay this money by Friday

Please contact me as soon as possible to discuss repayment in full.

Thank you for your co-operation

Yours sincerely

Mrs J Farrimond
Headteacher

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