



# Debt Collection Policy

## Rationale

Our Debt Collection Policy is set to operate in conjunction with the School's Charging and Aid to Pupils policies. It should be read with knowledge of these two documents. However, when debts to the School do arise the following policy will be enacted. It should be noted that this policy only invokes legal measures when all other forms of debt recovery have been exhausted.

## Purposes

1. To ensure that the School is not financially disadvantaged by the actions of an individual or group of individuals.
2. To safeguard the School's funds and specifically to ensure that no individual or group of individuals take advantage of the School causing it to be unable to recover funds that are owed to it.
3. To ensure that the funds available to the School are used to the fullest advantage of all students.

## Broad Guidelines

1. Greenside will maintain a charging policy that encourages prompt payment to the School of any outstanding monies owed to it.
2. A list of debtors will be maintained and if a debt is not paid within a reasonable time frame the School's finance office will instigate recovery procedures.
3. The School will, in the first instance, seek to recover owed money through direct contact with the debtor, by phone and letter. A record of these attempts, their date, time and response will be kept.
4. If the application of these steps does not succeed in recovering the debt then the claim may be lodged through the courts. However, this decision must be made by the Headteacher, who will consider whether the cost of recovery is economic to the debt. The cost of the claim and any legal fees, if these are incurred, will be passed on to the debtor.
5. Debts may be written off at the discretion of the Governors when any further attempts at recovery become uneconomic to sustain.

## Aims

1. To protect the School from having monies owed to it.
2. To ensure that any debts incurred by the School are pursued whilst it remains economic so to do.

School must ensure that debts are pursued whenever possible, and that the debtor is given every opportunity to repay the debt prior to any legal action being taken for its recovery. The recovery of debt should be handled with care but firmness and as such it must be monitored closely by the School's Finance Secretary .

## Review

This policy will be reviewed annually by the Headteacher