



Longmeadow Primary School

Debt Recovery Policy

Policy Sign off

Approved by:	Mr James Berry Headteacher Ms Jo-Ann Staniforth, Chair of Governors	Date: March 2026
Last reviewed on:	March 2026	
Next review due by:	March 2027	

Purpose of this policy is to provide guidance to the school in the recovering of debts and working with families to paying off any outstanding debts so that they do not become bad debts.

Longmeadow will keep records of all moneys owed for activities and other services that we charge for in accordance with the relevant policies. It is expected that all services and activities are paid for in full and in some instances in advance, and when this is not possible the debtor should contact the school to make alternative arrangements for payments prior to us following the debt recovery process below.

Longmeadow will actively pursue debtors for the outstanding money owed. Details of the debt recovery process the school will follow is listed below. If after the process has been followed and the debt is still not settled, then legal actions will be considered by the school and governing board. To determine whether legal actions will be pursued the following will be considered; the family's personal circumstances such as health and finance, and the schools financial impact. If legal actions are to be pursued, then the debtor will be informed in writing.

Debts to the school may be considered to be written off only if the recovery process has been followed. We will also take consideration the amount owed and the financial impact to the school. The write off of any debt up to the value of £200 will be considered by the Headteacher. Debts up to the value of £500 will be considered by the FGB Finance Link and Chair of Governors and debts above £500 must be referred to the Board of Governors for approval.

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| 1 | On a weekly basis | Contact will be made to parent/carers requesting any outstanding payment. |
| 2 | After 1 st month | First letter is sent requesting payment to be paid or arrange a repayment plan.
The debtor may also be removed from receiving services/activities not paid for. |
| 3 | After 2 nd month | A follow up letter is sent requesting a meeting with either the Business Manager or the Headteacher to discuss payment or arrange a repayment plan. |
| 4 | After the above | If we have had no response from parent/carers and the money is still outstanding then we will consider legal actions if needed. If the outstanding amount is for school dinners, then this will be passed onto Hertfordshire County Council if debt is over £20. |

At all stages, the administration staff will try to see parents at start or end of day to see when payment will be made informing them of the next stage if money not received. Headteacher kept fully informed of mounting debts/non contributions situation.