

Chase Terrace Primary School

School Debt Policy 2025/2026



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Chase Terrace Primary School – Debt Policy	
Person Responsible:	Headteacher
Approval Body:	Chair of Governors (using Chair’s Power to Act)
Date of Approval:	18th September 2025
Review Date:	September 2026

Introduction

The schools governing body has a responsibility to have a debt recovery policy which ensures that appropriate procedures are in place to enable the school to receive all income to which it is entitled.

Aims and Objectives

To ensure that the governing body complies with the Staffordshire Scheme for Financing Schools and Financial Regulations;

To protect the delegated school budget;

To apply this policy consistently to ensure debt is dealt with in a timely manner;

To ensure further goods or services are not supplied to parents/carers or customers who have not paid for items already received or used.

The debt recovery process

Chase Terrace Primary School has its own procedures in place which are used to collect income. However, in the event that payment is not forthcoming then an official invoice will be raised on the County Council’s finance system which will lead to the Council’s debt recovery procedures as follows:

- Invoice raised with payment terms of 28 days
- A reminder is sent 3 days after the 28 days has expired
- A final notice is issued before the school can request the debt recovery officer to contact the parent/carer/customer at their home/ business address (minimum value £150) or the matter referred onto the courts (minimum value £250).

Dinner Money

Payment for schools meals should be paid in advance and payment made via ParentPay.

The school office will reconcile each day the payments received to the meals ordered and any discrepancy will in the first instance result in a phone call/text message to the parent/carer to request payment.

- Parent/carers receive a text message/phone call for 3 days chasing payment of debt.
- If the debt is not cleared following 3 text messages/phone calls then 'Letter 1' is sent to parents/carers advising them of the debt and providing them with information on how to apply for Free School Meals.
- 10 days after 'Letter 1' if no payment is received, 'Letter 2' is sent to parents/carers. This gives parents/carers a deadline date that the debt should be cleared by and advises that non-payment will result in the debt being passed onto Staffordshire County Council for recovery.
- If no payment is made following the deadline date in 'Letter 2', the 3rd and final letter is sent to parents/carers advising them that the debt has been passed onto Staffordshire County Council for recovery.

Governors have decided on the following policy regarding unpaid meals:

- A meal will be served until the arrears reach 2 meals after which point no further meals will be served. At this point a letter will be issued to the parent/carer and sent home with the child and by post.

Extended school wraparound

Payment for extended school wraparound activities should be made in advance by ParentPay.

Accounts are reviewed on a weekly basis and statements will be sent out to parents/carers each month. If in the event that payment has not been made 2 days prior to the start of the calendar month then parent/carers will be sent a text requesting payment.

Any non-payment will result in the parent/carer being informed that they can no longer use the facility. Any debt will be referred onto the County Council for recovery.

Board and lodging on residential visits

The board and lodging element of a residential visit can be charged to parents/carers and they are notified of the cost in advance and are given the opportunity to pay in instalments should they wish.

Payment must be made in full by the parent/carer before the final payment for the visit is made by the school or the child's place will not be secured and the child will not be allowed to attend.

Remissions

In some cases governors have agreed that certain categories of pupils are not liable for the fee or are eligible for a reduced fee for some or all of; extended school activities, music tuition or residential visits. This is included within the Charging and Remissions Policy (reviewed annually).

Lettings

Contracts for lettings of the school premises will be drawn up as necessary between the school and the client [in line with the Charges and Remissions Policy](#)

Failure to pay on time will result in the debt being referred to the County Council for recovery. The letting agreement will be void [and the client will be refused future hires](#)

Writing off debts

When all practical and cost effective methods of debt recovery have been exhausted by the County Council the school will be notified of the amount of debt that is considered to be irrecoverable.

The governing body will take into account the age and size of each debt and any advice from the County Council before making a decision to write off debt.