**Pear Tree Primary School Incorporating PiPs Before and After School Club**





**Bad Debt Policy**

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| --- | --- |
| Date agreed | March 2023 |
| Date for Review | March 2026 |
| Head teacher | Boo Edleston |
| Chair of Governors | Simon Holden |
| Signed on behalf of the Governing Board by  Name: | Signature:  Date: |
| Signed on behalf of the school by:  Boo Edleston  Head teacher | Signature:  Date: |

Definition of a Bad Debt: an outstanding payment which exceeds the accepted period of two weeks. The outstanding payment is treated as a debt unless otherwise stated as exceptional and only with specific permission from the Headteacher.

Once the two week period has been exceeded, the following procedure is activated:

1. The debtor is contacted by phone by the administrator to establish the nature of the payment delay and obtain agreement from the debtor for payment to be made within five working days.
2. First Letter – if payment is not received after the initial phone call, a letter is sent from the Administrator stating the nature of the debt and request for payment within five working days.
3. Second Letter – if payment is not made within five working days, a letter is sent from the Head Teacher requesting payment within five working days
4. Final Letter – if payment is not made within five working days, a final letter is sent from the Chair of Governors requesting payment within five working days. After which, where it is financially worthwhile, legal action will be pursued under the guidance of the school’s legal advisors.
5. All procedures are noted on the template and verified by the Head teacher.

Writing off Debt

1. A debt may be written off when all of the above procedures have been activated and payment has not been received and it is believed by the Head teacher that there is no reasonable prospect of payment without recourse to law.

2. As a general principle the governors will take legal action to recover debts in excess of £500 unless there are exceptional circumstances.

|  |  |  |
| --- | --- | --- |
| **Name of Debtor:** | **COMMENT** | **Verified by:**  **Date verified:** |
|  |  |
| Details of Debt |  |  |
| Date of first contact |  |  |
| Date first letter sent |  |  |
| Date second letter sent |  |  |
| Date third letter sent |  |  |
| ***Any further action*** |  | |
| ***DATE RESOLVED*** |  |  |

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|  | Pear Tree Newt new 2  Pear Tree Primary School  Pear Tree Field  Stapeley  Nantwich  CW5 7GZ  Tel: 01270 906120  e-mail: [admin@peartree.cheshire.sch.uk](mailto:admin@peartree.cheshire.sch.uk)  ***Headteacher: Mrs B Edleston*** |

Letter 1

**SCHOOL LUNCH PAYMENTS**

Dear Parent/Carer

**Name of Child: ………………………………………………………………………..**

**Class: ……………………………………………………………………………………**

**Date: ………………………….**

We have not received payment for this week’s lunches. I would appreciate it if you can send payment of ……………………………………………………………with your child tomorrow or pay online via Eduspot.

This will then ensure that you are up-to-date with your lunch payments until ……………………………………………………………………………………………………

Please be aware that weekly payments for lunches are due in advance, on a **Monday** morning.

If you have any queries regarding this letter, please contact the school office on ………………………………..

Many thanks,

Academy Administrator

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|  | Pear Tree Newt new 2  Pear Tree Primary School  Pear Tree Field  Stapeley  Nantwich  CW5 7GZ  Tel: 01270 906120  e-mail: [admin@peartree.cheshire.sch.uk](mailto:admin@peartree.cheshire.sch.uk)  ***Headteacher: Mrs B Edleston*** |

Letter 2

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| --- |
| Dear Parent/ Carer,  **Outstanding lunch payments**  **Name of Child………………………………………………………………..**  **Class……………… Date …………………………………………………**  According to our records we have not received in full, your child’s lunch payments for the half term ending insert date.  Your child will need an additional xxlunches for this half term so please arrange to make a payment of £xx and send in with your child by Friday the [insert date] at the latest to bring your child’s lunch account up to date.  If this payment will cause you any difficulties, please make an appointment to discuss this with me.  Please make cheques payable to Pear Tree Primary School or pay online via Eduspot.  Kind regards,  B Edleston  Head Teacher |

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|  | Pear Tree Newt new 2  Pear Tree Primary School  Pear Tree Field  Stapeley  Nantwich  CW5 7GZ  Tel: 01270 906120  e-mail: [admin@peartree.cheshire.sch.uk](mailto:admin@peartree.cheshire.sch.uk)  ***Headteacher: Mrs B Edleston*** |

Letter 3

Dear Parent/ Carer

Child…………………………………………………………………………………….

Class…………………………………. Date …………………………………………

It has come to my attention that the above payment is still outstanding with regards to dinner money. The school has tried on several occasions to deal with this matter but unfortunately no payment has been received.

I would be very grateful if you could contact the school as soon as possible. Please note that if you do not make contact by xxxxxxxx, I will immediately take this matter up with our legal representatives to recoup payment.

If this payment will cause you any difficulties, please make an appointment to discuss this with me.

Please make cheques payable to Pear Tree Primary School or pay online via Eduspot.

Kind regards,

Mr S Holden

Chair of Governors.