Debtors Policy

Our Lady of the Assumption

Date Reviewed	**November 2025**
Date next due for renewal	**November 2026**
Approved by Governors	**26.11.25**

The policy of the Governors is to ensure that all viable steps are taken to recover money due to the school

The Governors aim to minimize the number of instances that credit is given and to take prompt and appropriate recovery action in respect of unpaid debts.

PROCEDURE

- Complete paperwork relevant to the goods or services being provided: eg: Wraparound application form, Nursery application form.
- Wherever possible obtain payment in advance of the goods or services being provided.
- If an invoice is to be sent, issue it as soon as possible
- Monitor outstanding debts regularly using Aged Debtor reports
- Issue the first reminder after 4 school weeks (see specimen, Appendix 1).
- Issue final reminder after a further 14 days (see specimen, Appendix 1)
- After a further 7 days refer to the Governing Board. Notify other schools to prevent the debtor defaulting on debts across the city.

Authority to write off unpaid debts is as follows:

Up to £500	Headteacher
£501 - £5000	Board of Governors
Over £5000	Board of Governors and Local Authority

APPENDIX 1

Specimen First Reminder

Dear Mr/Mrs XYZ

Invoice no. 123 £ amount Wraparound Club

According to our records, the above invoice has not been paid.

We are not aware of any query or dispute concerning the services provided and shall therefore be grateful if you can pay the amount within 14 days via bank transfer to the account detailed below

Account: Sort Code:

Yours sincerely

Specimen Final Reminder

Dear Mr/Mrs XYZ

Invoice no. 123 £ amount Wraparound Club

Our records show that despite a reminder being sent, the above invoice has still not been paid.

Please pay the amount due within 7 days or inform us of your reason for withholding payment, otherwise legal action may be commenced against you without further notice being given.

Yours sincerely