

Debt Recovery Policy

St Mary's Catholic Primary School



Reviewed: April 2026 Next Review Due: April 2027

Love, Listen and Learn

Mission Statement

St. Mary's school community follows the teachings of Jesus Christ, working together to develop the whole child, in a spiritual, moral, academic, physical, social and emotional way, within a caring and supportive environment.

1. The School will actively pursue the collection of monies owed to it.

This policy incorporates our School Meals Debt Policy for Parents.

If the student is not an adult, the parents of the student are liable for the charge.

The School will ensure confidentiality and the anonymity of the families involved will be preserved at all times.

2. The School is required to ensure that:

- all invoices outstanding are accurately recorded and maintained.
- there is documentary evidence of all the steps undertaken by the school to recover the debt.
- a final statement (stamped final notice) is issued for outstanding debts stating that further action will be taken if the account remains outstanding after no less than ten working days.

3. Pursuance of Debt

The Governing Body has agreed the arrangements for debt recovery, the maximum level of school meal debt, consideration of legal action and recording approval in governing body minutes.

The School should not pass costs of recovery onto the debtor, should provide appropriate notification and time to pay, issue a final notice and notify governors of outstanding debts.

4. Waiving of Debt

A recommendation to write off a debt can be made when all reasonable avenues to recover the debt have been exhausted and legal action is not cost effective.

The Headteacher can waive or reduce debt where financial hardship is identified. A debt can only be written off by resolution of the Governing Body.

All action relating to debt should be dealt with confidentially.