



DEBT RECOVERY POLICY

The Governing Body has resolved to ensure that the school budget should not be used to pay for debts incurred by individual parents/carers.

Written by	Juniper
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Display on website:	Yes
Consultation:	Governors* Staff Parents* Children
Links with other policies	Admissions Policies Charging and Remissions Policy Fees and Refunds for Paid Places Policy

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Introduction

This policy concerns the collection of Nursery fees and the approach to be taken in cases of debts arising when parent/carers fail to pay for attendance.

Parents/Carers will be emailed/sent a copy of this policy if fees are not paid within 48 hours of a reminder email being sent.

1.0 General Principle

- 1.1 Nursery fees must be paid for in advance. If a pupil is to attend for the duration of the month, monies must be received in advance of that period. Details of payments can be found on individual invoices.
- 1.2 If debts are incurred, these have to be paid from the school budget. This means that money which should be spent on all pupils' education in school is used to pay for debts incurred by individual parents/carers. The governing body see this as unacceptable and request that all parents/carers give this policy their full support.

2:0 Procedure for Collection of Arrears

- 2.1 It is accepted that on occasion arrears may arise for various reasons. However, arrears cannot be allowed to accumulate.
- 2.2 The governing body has therefore agreed the following process where arrears may arise.
 - A gentle reminder email will be sent within 3 days of the payment date on the invoice. (Appendix 1)
 - If payment still hasn't been received, the parents/carers will be sent a copy of this policy 48 hours after the reminder email. (See Appendix 2)
 - If payment hasn't been received within 3 days of receipt of the Debt Recovery Policy. Parents/carers will be contacted via email and will be advised to make a payment by a specified date. This date will be a minimum of 5 days from the date of the email/letter. (See Appendix 3).
 - If payment has not been received by the specified date then a final email/letter will be sent to the parents/carers informing them that in accordance with the policy a place will no longer be provided for their child/children. (See Appendix 4)
- 2.3 Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.
- 2.4 In accordance with this policy the Nursery reserves the right to withdraw a child's/children's place/places if fees haven't been paid.
- 2.5 Once the final letter deadline has expired the Governing Body will decide whether legal proceedings should begin.

APPENDIX 1

Subject: Gentle Reminder Email

Date:

Child's name:

Dear Parent/Guardian

Just a gentle reminder that fees for are now due.

If you have any queries regarding the above, please contact the school office.

Yours sincerely

Admin & Finance Assistant

APPENDIX 2

Subject: Second Reminder Email

Date:

Child's name:

Dear Parent/Guardian

Our records show that your outstanding fees for (enter month) haven't been paid.

Please find attached a copy of our Debt Recovery Policy.

If you have any queries regarding the above, please contact the school office.

Yours sincerely

Admin & Finance Assistant

Appendix 3

Subject: Tanglewood Fee Arrears

Date:

Child's name:

Dear Parents/Carers

Following our email dated regarding outstanding fees, our records show that these have not been paid.

To date, the amount of arrears is £..... This amount needs to be paid by (insert date). In line with our Debt Recovery Policy the Nursery reserves the right to withdraw your child's/children's place if payment isn't received.

Payment can be made via the online payment system, in cash or by cheque made payable to Tanglewood Nursery School.

Tanglewood bank details for fees are:

Sort code: 09 01 28

Account number: 81837697

Account name: Little Tanglewood

If payment cannot be made we request that you attend a meeting to discuss the situation with the Headteacher. Please telephone the school office to arrange an appointment.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

If you have any queries and/or wish to discuss this matter, please contact the school office.

Yours sincerely

Admin & Finance Assistant

APPENDIX 4

Subject: Non-payment of Tanglewood fees

Date:

Child's name:

Dear Parents/Carers

Our records show that you have not cleared the fee arrears for your child/children despite previous emails sent on andand.....

Arrears to date total £

Following the school policy on debt recovery, a copy of which was emailed to you onwhen you missed yourpayment. I must inform you that as of today we are withdrawing your child's place. If payment is not received with 5 working days, the Governing Body will be asked to consider starting legal proceedings for debt recovery. I am obliged to warn you that the debt recovery procedure can result in a summons to Court.

Any parent/carer experiencing financial difficulty may make a claim for the remission of charges which should be addressed to the Headteacher and will be considered confidentially on an individual basis.

Should you wish to discuss any issue regarding this debt, please contact the school office.

Yours sincerely

Admin & Finance Assistant