



# **THE BISHOPSWOOD SCHOOLS FEDERATION**

## **BAD DEBT POLICY**

### **Overview**

This policy will be applied where payment for monies due from parents and pupils is not received within the agreed settlement period and further action is required. This policy may be applied at the Executive Headteacher's discretion.

### **Process to be followed**

The member of the school staff managing the activity to which the debt is related will:-

- Send a reminder to the parents
- If payment is not received within seven days, contact the parent via phone or letter as appropriate and negotiate method of payment
- If payment is not received after a further seven days, the service in question will be removed and the Executive Headteacher will discuss the bad debt with Resources Committee/Chair of the Resources Committee/Chair of Governors
- Send a letter to the parents informing them that the debt will be passed to Hampshire County Council Legal Department for further action
- Notify Hampshire County Council Legal Department accordingly

### **Reporting of bad debts and application of the process**

The Executive Headteacher will raise the bad debt as an agenda item at the next Governors Resources Committee meeting. If some urgent action is needed requiring Resources Committee input and a convenient meeting is not scheduled, the Executive Headteacher will communicate with the Chair of the Resources Committee and/or Chair of Governors directly so as to avoid further delays in resolving the matter.

The Resources Committee/Chair of the Resources Committee/Chair of Governors will decide whether the debt should be written off or passed to Hampshire County Council Legal Department for recovery. This decision will take into account:

- The debtors ability to pay and the likelihood of recovery
- Whether writing off the debt will set a precedence that creates future difficulties (e.g. other parents opting for non-payment as a result)
- Whether the pupil concerned should be excluded from chargeable services until the debt is cleared

Wherever possible the Governors will try to resolve the situation without affecting a pupil's education. However, where there is a conflict with the schools financial position, it may become necessary to take appropriate action regardless.

**Policy Reviewed** – November 2022

**Next Review** – November 2024