



HEATHWOOD LOWER SCHOOL

Pupil related Bad Debt Policy

The objectives of this policy are

- Securing prompt payment
- Minimising bad debt

in relation to contracts held with the school involving the provision of services beneficial to the pupil, including but not inclusive of; school dinners, pre-school.

Payment terms: these are standard 30 days from the receipt of invoices or request for payment.

Any difficulty or dispute with the invoice must be discussed with the finance assistant as soon as possible

Requests for extending payment terms must be made to the Headteacher in writing.

The Office Manager will monitor payments received and highlight any bad debt to the Headteacher in the first instance.

The Office Manager will initiate a first reminder letter after 30 days have elapsed.

The Headteacher will initiate a second letter or direct contact by telephone call if there is no response to the former within 10 working days.

The Headteacher will seek approval from the Governing Body after a further 7 days to authorise the stopping of the service.

The Governors will have the authority to write off the debt or refer to Legal Services if no further action is deemed appropriate. This is available for debts less than £1000. However, any debt exceeding £1000 and outstanding for more than 60 days should be referred to the governing body for review.

The Governing Body can then make the decision whether they will inform Legal Services to commence the recovery of debts in excess of £1000.

Ratified by Governors 13th September 2023

Reviewed August 2024