

# Bournes Green Infant School

## Debt Management Policy

### Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of *all* in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

The following timetable shall apply where payment is not received: -

#### **Invoices**

- a. 4 weeks after original invoice issued - 1<sup>st</sup> reminder letter
- b. 2 weeks after 1<sup>st</sup> reminder letter - 2<sup>nd</sup> reminder letter
- c. 1 week after 2<sup>nd</sup> reminder letter - Advice will be sought with regards to debt recovery

#### **Before and After School Club Fees**

- a. 1 week after original booking form/invoice issued - 1<sup>st</sup> reminder letter
- b. 1 week after 1<sup>st</sup> reminder letter - 2<sup>nd</sup> reminder letter
- c. 1 week after 2<sup>nd</sup> reminder letter - letter inviting the parent(s) to contact the school to make an appointment to see the Headteacher. This will be followed up with phone calls if necessary. Non-payment of fees will put the child's place at the Before or After School Club at risk.

#### **Returned Cheques**

- a. On receipt of the returned cheque - 1<sup>st</sup> reminder letter
- b. 1 week after 1<sup>st</sup> reminder letter - 2<sup>nd</sup> reminder letter
- c. 1 week after 2<sup>nd</sup> reminder letter - letter inviting the parent(s) to contact the school to make an appointment to see the Headteacher. This will be followed up with phone calls if necessary.

This policy was reviewed and approved by the Governing Body in Summer 2017.

It will be reviewed in accordance with our Policies and Key Documentation Timetable.