Debt Management Policy

For the purposes of this policy HOLBEACH PRIMARY SCHOOL will be referred to as "the School". This policy outlines the debt management responsibilities of the school and the processes involved in meeting those responsibilities.

Responsibilities of the school

1. The School is required to take all reasonable steps to collect debts as part of its management of public funds.

2. The Governors of the School have a strict 'zero debt' policy in respect of all chargeable services provided by the school.

3. This Debt Management policy forms part of our strategy to make sure this is achieved.

4. Voluntary contributions for activities are out of scope of this policy.

5. For the purposes of this policy the term 'parent' refers to any parent, guardian or carer.

Background

6. Where debts are allowed to build up, it may become harder for the debtor to pay.

7. If a debt is not repaid, then funds which are supposed to be spent on providing the children's education is instead used to subsidise the debt.

8. This is an unacceptable use of public funds.

9. Therefore, the intention of this policy is to:

    - reduce the risk of burdening parents with large debts
    - ensure the entire school budget is used to provide educational services to the children

10. We hope parents will understand and support the reasons for this policy.

Services for which parents are required to pay

11. The services provided to pupils which parents are normally required to pay for include:

    - Music tuition
    - Extra-curricular clubs e.g. after school sports and activity clubs, orchestra, etc.

- Chargeable Activities, e.g. Residential School trips where board and lodging costs are chargeable to parents

Timing of payments

12. Parents are required to pay for all services provided by the school in advance by making a payment to their child's account on the ParentPay system.

13. On ParentPay, separate payment items are listed for every child and for every service (e.g. School Journey, After School Activity Clubs, etc).

14. Parents can choose how frequently they make payments to their Parent Pay account.

Debt Management process

15. The Headteacher will ensure that the level of outstanding debt is regularly monitored.

16. Suitable records will be maintained to detail any individual debts and the total value of debt to the school in order that it can be determined at any time and reported to governors.

17. Where payment has not been made for a particular service, that service will no longer be available to the pupil concerned.

18. For any school activity clubs, the child would not be allowed to attend and may lose their place.

19. Any parent experiencing genuine financial hardship is encouraged to discuss this with the Headteacher before accessing chargeable school services.

20. A sensitive approach to debt recovery will be taken and the school may reduce or cancel a debt in exceptional circumstances.

21. Any reasonable request for permission to pay in instalments will be considered.

22. Any debt that the school is unable to collect (and for whatever reason unwilling to write off), will be referred to the Council's Legal Services Section to take legal or other action to recover the debt on the school's behalf.

23. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

Debt Management Policy

Signed: ……

Chair of Governors:……Ms S Farnley…… (please print name)

Signed: ……

Headteacher: ……Mr T Bulpitt……. (please print name)

Date of Policy: January 2026

Date of Review: January 2028