

The Levett School



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Bad Debt Policy

<i>Policy agreed by Governors on:</i>	12 th November 2019
<i>Review date for Governors:</i>	October 2021
<i>Allocated Group/Person to Review:</i>	Beverley Jones
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Years
<i>Last Review date:</i>	05/10/20

Lower School, Melton Road, Sprotbrough, Doncaster, DN5 7SB

Upper School, Lansdowne Road, Intake, Doncaster, DN2 6QN



Doncaster
Council

Bad Debt Policy

Draft - October 2017

Review – October 2019

Sales and Services provided by the School

Wherever possible, income will be collected before or at the time the relevant sale or service is provided. If this is not possible, a debtors account will be issued. However to ensure sound internal control, staff who raise debtors accounts, such as the bursar or Finance Officer, should not also have the authority to write debts off. VAT must not be written off.

All debts will be recorded and non payment will be followed up by issuing reminders at the following intervals:-

- 4 weeks from date of account – 1st reminder
- 8 weeks from date of account – 2nd reminder
- 12 weeks from date of account – Final reminder.

The final reminder is sent by recorded delivery and will threaten legal action if the account is not settled within 14 days. If, after every effort has been made to collect the debt and legal action is considered impractical or has been unsuccessful, individual bad debts to be referred to the Resources Committee of the Governing Body for approval for the debt to be written off, or for approval of legal fees to pursue the debtor for the payment of the account. The VAT element of any debt must not be written off, as this contravenes HMRC statutory requirements.

Payments from parents

School Dinners

Payment for the provision of school dinners is required each week in advance on a Monday or the first day of attendance. Payment can also be made in advance either half termly or termly should parents find this more convenient.

If payment is not made by the Thursday, the parent/guardian will be notified that they owe money for dinners and that payment is needed. Should the payment still be outstanding by the following Friday, then the parents will be informed, in writing, that a lunch will no longer be provided by school and that they will need to send their child with a packed lunch until the outstanding debt is cleared.

Parental Contributions for Music/Extended Services/Trips

Peripatetic Music Lessons – These are not currently offered to pupils at The Levett School, however should they be in the future then the cost of lessons will be notified to parents each year and would be payable in full whether or not the pupil continues with the lessons. Failure to pay regular instalments when notified would result in the provision being removed.

School Trips – Although the majority of parental contributions are voluntary the school will need to assess whether or not a school trip will go ahead if enough contributions are not received. Pupils participating in residential trips will be dependant on full payment of regular instalments requested by school. Failure to pay in full will result in the place offered being removed and non returnable deposits retained by school.

Extended Schools – Not currently offered at The Levett School but if offered in the future any non payment of parental contributions will result in removal of the pupils allocated place until the outstanding debt is cleared. Once the debt is cleared the pupil will then be placed on a waiting list until there is a place available.