

The Levett School



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Positivity | Determination | Reflection | Integrity

Bad Debt Policy

<i>Policy agreed by Governors on:</i>	03.05.2022
<i>Review date for Governors:</i>	03.05.2022
<i>Allocated Group/Person to Review:</i>	Bev Jones
<i>Agreed frequency of Review, by allocated person:</i>	Every Two Years
<i>Last Review date:</i>	20.04.2022

The Levett School, Melton Road, Sprotbrough, Doncaster, DN5 7SB
Upper School, Lansdowne Road, Intake, Doncaster DN2 6QN



Doncaster
Council

Bad Debt Policy

Invoices to other schools and the Local Authority

Invoices will be raised termly for income due to be paid to Levett for dual registered pupils for Placement Funding or Pupil Premium. The invoices are emailed through to the mainstream school or LA and duly recorded on the invoices spreadsheet. No VAT will be included. 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

Invoices for damage to school property

Wherever possible, invoices will be issued in a timely manner following damage by pupils for a contribution to the repair of school property or resources. 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. 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 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.

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 Extended Services/Trips

School Trips – All school trips are currently covered by Pupil Premium and parents are not required to make a voluntary contribution.

Extended Schools – Breakfast Club and After school provision are not currently offered at The Levett School.