



Cranborne Middle School

Bad Debt Policy

The Bad debt policy has been formulated to ensure the protection of school funding by promoting the timely and full settlement of parent/hirers invoices/charges. The following procedures and responses are in place to support and recover costs.

Non-payment of costs/charges will result in review of the provision and/or relationship with the parent/hirer.

Cheques returned by the bank unpaid:-

- Send email or letter to cheque holder advising that cheque has been returned by the bank unpaid and request replacement payment by return.
- If replacement payment not received within one week, send further e.mail/letter as a reminder.
- If replacement payment still not forthcoming, advise trip leader/departamental leader, to make contact via the telephone.
- If the payment is not received after 30 days follow debt recovery procedure.

Non Receipt of payments for trips etc.

- Trip leader/departamental leader to remind pupil that payment is overdue.
- If payment still not received, trip leader to contact the parent direct.
- If payment still not received, reminder letter to be sent by trip leader.
- If the payment is not received after 30 days follow debt recovery procedure.

Non Receipt of Instalments for Music Lessons:-

- Copy of instalment card to be sent to the parent with a reminder that payments are outstanding and a date given when payment must be made.
- If no payment received within time limit given, Music leader to contact parent.
- Final referral to the headteacher.

Invoices not paid (minibus/lettings):-

- Copy of invoice sent as a reminder.
- Second reminder sent.
- If the payment is not received after 30 days follow debt recovery procedure.



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Debt Recovery Procedure

- Inform headteacher.
- Should the debt continue to be outstanding after 30 days the Finance Officer or headteacher will negotiate for its payment. Debts will incur a £5 per week charge (at the school's discretion) and the bad debtor will be informed that the school will no longer be able to provide the service.
- The debtor will be informed that Dorset County Council legal department will be contacted should no money be forthcoming within a further 14 days. If payment is not received within 14 days the matter will be referred to the Authority's solicitor.
- If it is the recommendation of the legal department to stop proceedings, the Governing Body will be informed.
- If the debt remains and is less than £100 the headteacher, with the consent of the Chair of Governors, can cancel, replace, or write off the debtor's account.
- The write-off of bad debts will be reported to the governing body with full explanation of the reasons for the write off.
- It is understood that the Local Authority will not pursue any debt of less than £100.