



## **DRAFT Debt Management Policy**

**Responsible for policy:**

**Date of policy:**

**Date approved by xx:**

**Date of review:**

**Policy Status:**

**Chair of Directors**

**Good Practice**

*Sandra Fawcett*

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## Definitions

In this **Debt Management Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Induction Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Chair'** means the Chair of the Board or the Chair of the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Governing Body'** means the governing body of the School.
- ix **'Governing Body Representatives'** means the governors appointed and elected to the Local Governing Body of the School, from time to time.
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Governing Body elected from time to time.

## 1. Rationale

The school has a responsibility to ensure that its budgets are allocated to provide education and resources for all students in their care. Therefore, we have a Debt Management Policy to provide clear guidance to Parents/Guardians on the process that will be followed. The school will take all reasonable measures to collect debts as part of its management of public funds. The School's Debt Recovery Policy will observe the relevant financial regulations and any other legal requirements.

## 2. Reporting of outstanding debt

The Principal will ensure that the level of outstanding debts are regularly monitored and reviewed. Records will be maintained to detail individual debts and the total amount of debt in the school in order that it can be reviewed and reported to the Finance Committee and/or Governing Body.

## 3. Debt recovery procedure

### Canteen:

Where payment from the Parent/Guardian has not been received in advance, or 'at point of sale' and the debt reaches £12.50, an initial email will be sent through Arbor to remind the parent/guardian to top-up the account. Please note that once the debt is £12.50, your child will NOT be able to buy a meal or snack from the canteen.

A formal reminder letter will be issued 2 weeks later, through Arbor, if no payment or contact has been made by the Parent/Guardian. Your child will NOT be able to buy a meal or snack from the canteen.

A further letter (second formal) will be issued 2 weeks later, through Arbor and by post, to the Parent/Guardian if not payment or contact has been received. Your child will NOT be able to buy a meal or snack from the canteen.

### Educational trips:

If your child has attended an educational trip before the payment has been received\*, a payment must be made within two weeks of the trip.

\* In exceptional circumstances a teacher may take a child on an educational trip to enhance their learning.

If the payment has not been received within two weeks, a first overdue letter will be issued through Arbor. If no payment is received or contact made by the Parent/Guardian within the following two weeks, then a formal second overdue letter will be sent. Your child may not be able to attend any further trips or events during this time.

#### **4. Failure to respond to reminder/make a payment.**

If the school has not received a payment or contact from the second letter after two weeks, a member of the Admin Team will invite the Parent/Guardian to a meeting to discuss any financial issues, payment plan or support that can be given. Any agreed payment plan will be recorded and reviewed on a regular basis. Your child will NOT be able to buy a meal or snack from the canteen unless a payment plan has been agreed or a member of the management team has further information regarding the debt.

#### **5. Support for outstanding debts.**

If your circumstances have changed, your child may be eligible for free school meals. The school works with other professionals who may be able to offer support if a parent/guardian has financial issues.

**In exceptional circumstances, the Principal and/or Governing Body may decide to remove the debt at their discretion.**