



West Winch Primary School

Debt Recovery Policy 2026

*For procedures relating to school meal debt, please see the **School Meals Debt Recovery Policy**.*

The purpose of this Debt Recovery Policy is to clarify and ensure a consistent and fair approach to any debt accrued by parents, carers or other providers - and explain how West Winch Primary School will pursue instances of non-payment. Outstanding debt has a significant effect on our main school budget, as this is the only funding source available to cover non-payment, thereby directly reducing the amount of money that is available to provide education for all pupils.

Wherever possible, income due will be collected before or at the time the relevant sale or service is provided. Where this is not possible, an invoice will be raised for immediate payment.

All debts will be recorded and non-payment will be followed up by issuing reminders as outlined below. Where a service is being provided, this will cease immediately and the debtor will be informed of this in writing. The service will not be reinstated until the debt is cleared and payment of future services is made in advance.

- 2 weeks from date of invoice - 1st reminder (see appendix 1)
- 4 weeks from date of invoice - 2nd reminder (see appendix 2)

The final reminder will specifically mention that we will pursue the debt through the small claims court if the account is not settled by a specific date.

We will pursue claims through the small claims court for all debts over £25.

If, after every effort has been made to collect the debt and a claim pursued through the small claims court has been unsuccessful, individual irrecoverable debts may be written off after specific referral to the governing body for approval, either directly or after consideration by the finance committee

The VAT element of any debt must not be written off as this contravenes HM Customs and Excise statutory requirements.

Adopted: Spring 2026

Review: Spring 2027

Heather Habbin - Chair of Governing Body

WEST WINCH PRIMARY SCHOOL

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www.westwinchprimary.co.uk
Facebook: @groups/westwinchprimary
X: @wwprimary

Dear X,

According to the school's financial records you have not paid for (insert reason and child's name and class as required). As at (date) your account is showing a debt of £X. In order that the school's budget is not used to clear your debt, please make arrangements for the outstanding money to be paid immediately.

Once you have cleared the current debt, I would be grateful if you could ensure that you make future payments as required.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

K. Todd

Miss K Todd
Headteacher



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Dear X,

Following on from our letter dated (date), according to the school's financial records you have still not paid (insert reason and child's name and class as required). As at (date) your account is now showing a debt of £X.

In order that the school's budget is not used to clear your debt, please make arrangements for the outstanding money to be paid immediately. If your outstanding balance is not paid by (date) then the school will follow the enclosed Debt Recovery Policy and pursue your debt through the small claims court.

Once you have cleared the current debt I would be grateful if you could ensure that you keep your account in credit.

If you have any queries regarding these arrears or wish to discuss the matter further please do not hesitate to contact the school office.

Yours sincerely,

K. Todd

Miss K Todd
Headteacher

