



Holy Trinity Church of England Primary School

Able, gifted and talented Policy

Member of staff responsible: K Bolton

Date policy written: autumn 2017

Date approved by governing body: tbc

Date to be reviewed: autumn 2020

Our Vision

'Learn together, shine together'

1.0 Introduction

1.1 The Governing Body is responsible for ensuring that procedures are in place for the recovery of any outstanding debt.

1.2 This policy sets out procedures for debt recovery and for the write-off of any debt, which is deemed to be irrecoverable.

2.0 Policy

2.1 Payment will be obtained as and when goods and services are provided wherever possible; in particular where the value of the goods and services is relatively small, ie less than £100.

2.2 Where payment is not received at the time when the goods or services are delivered a reminder will be sent as soon as possible but normally within 10 school days after a debt becomes due.

2.3 Reminders will require payment within 10 school days from the date of issue.

2.4 Final reminders will be issued if no payment is received within 20 school days from the initial due date. Any final reminder will make it clear that legal action may be taken if payment is not received within a further 5 school days.

2.5 At each Governing Body/Finance Committee meeting, the headteacher is required to inform the governors of any debt that is still outstanding after the 14 day period following the final reminder together with any proposed action. This may be a referral to LCC solicitors for legal action or to write-off the debt if there is no realistic prospect of debt recovery being successful or if further action is not cost-effective.

2.6 Outstanding debt of up to £50 may be written-off by the headteacher provided that the appropriate follow-up action outlined above has been taken and the details of the debtor, amount of write-off and reason for no further action being taken is reported to the Finance Committee for information at their next meeting.

2.7 Write-off of outstanding debt in excess of £50 must be approved by the Finance Committee following submission of details of the debt by the headteacher, together with reasons for no further action being taken.

3.0 Monitoring and Review

This policy will be reviewed every three years to ensure that it is effective and workable.

SCHOOL MEALS ARREARS POLICY

It is intended that no meals are to be provided to pupils when arrears exceed three weeks.

Parent/carer to be informed in writing when two weeks' arrears have accumulated and advised to make immediate payment or to contact the Benefit Office if they think that their children are entitled to free meals.

Parent/guardian to be informed that no meals will be provided if payment is not received by a specified date (ie in accordance with the policy the date when three weeks' arrears have accumulated).

Discretion to be exercised if free meals application has been submitted.

Date reviewed: _____

Signed: _____ (Headteacher)

Signed: _____ (Chair of Finance committee)