



ALMOND HILL JUNIOR SCHOOL
GOVERNING BODY

DEBT RECOVERY POLICY

Full Governing Body	March 2026
Date for Review	March 2027

Debt Recovery Policy

This policy relates to school meals and the year 6 residential trip. Where appropriate, this debt collection policy will apply for any other monies the school wishes to collect in the future.

Almond Hill Junior School will take all reasonable measures to vigorously collect debts as part of its management of public funds. A debt will be written off only after all reasonable measures (commensurate with the size and nature of the debt) have been taken to recover it.

Within this policy, the use of the term “parent” shall relate equally to parents, guardians and/or carers. Almond Hill Junior School’s debt policy will observe the relevant financial regulations and guidance set out in the school’s Financial Regulations and any other legal requirements

This policy has been written to help our school adopt a consistent approach to debt incurred by parents. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

School Clubs

Most clubs at school are provided at no cost to families by Almond Hill staff. Other clubs are run by external providers and fees are paid directly to them. All external providers are asked to supply some funded ‘free’ places which are allocated by the school. Families are advised through the school newsletter or leaflets what clubs are available and the cost per session.

Year 6 Residential Trip

As per charging policy.

School Meals

The responsibility of ensuring school meal payments are made by parents lies with the school. Therefore, a policy is required to ensure school meal debts are kept to a minimum. In writing this policy, the Governors of Almond Hill Junior School wish to implement one that ensures meals are paid for, whilst aiding parents during financial difficulties and ensuring children still receive a meal at lunchtime.

School meals should be paid for in advance of meals being taken. School meals are provided by Herts Catering Ltd and are charged at £3.84 per day (as of April 2025). Meal prices are reviewed annually. Parents will be informed of any price increase to school meals, as soon as possible. All meals must be paid online. Meals may be paid for on a daily, weekly, monthly, half termly or termly basis.

Children should know which lunch option they will have each day.

A child may be eligible to receive free school meals, if the parent is in receipt of the following:

- Income Support
- Income-based Jobseeker’s Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigrations & Asylum Act 1999,
- The Guaranteed element of the State Pension Credit
- Child Tax Credit (as long as you’re not also entitled to Working Tax Credit and you don’t get more than £16,190 a year)
- Working Tax Credit run-on (paid for 4 weeks after you stop qualifying for Working Tax Credit)

- Universal Credit (with annual earned income of no more than £7,400 after tax and not including any benefits you get).

The school will encourage parents to make an application for free school meals, whether the child takes school meals or not, as the school will receive additional funding known as Pupil Premium.

Since schools will be invoiced for meals taken, it is essential that sufficient funds are credited for these meals into the central account as if there are insufficient funds then the school will have to cover the shortfall from their budget.

Debt Recovery Procedures (School Meals)

The SchoolGrid template email is sent to all debtors every week.

Leavers

Where possible when a pupil is leaving the school parents will be asked to pay any outstanding debt on their dinner money account. If this is not paid after the child has left, a phone call is made to request this. If payment is still not made an invoice is sent requesting full payment immediately. Any credit on the account will be refunded.

Negotiation of Repayment Terms

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the initial 'overdue payment' reminder. However, if people are unable to pay the school, a sensitive approach to debt recovery will be carried out, taking the following factors into account:

- Hardship – where paying the debt would cause financial hardship.
- Ill health – where our recovery action might cause further ill health.
- Time – where the debt is so large compared to the person's income that it would take an unreasonable length of time to pay it all off.
- Multiple debt – where someone owes more than one debt to the School. In this situation an attempt to agree one repayment plan to include all debts will be established.

If a debtor requests repayment terms these may be negotiated at the discretion of the Headteacher. A record of all such agreements entered into will be retained. In all cases, a letter will be issued to the debtor confirming the agreed terms for repayment. The settlement period should be the shortest that is judged reasonable.

Staff Debts

Staff debts can accumulate from staff school lunches they have taken. School asks that meals are paid for in advance. Staff will not be allowed to accrue a debt higher than £20. The SchoolGrid template email is sent to staff when the debt is close to £20.

Reporting of Outstanding Debt Levels

The Headteacher will ensure that the level of outstanding debt is regularly monitored. Suitable records will be maintained to detail individual debts and the total value of debt to the school.

Appendix 1

RECORDS OF DEBTS

Debtor	Details of debt	Amount (£)	Reason for write-off (including brief details of measures taken to secure payment - as appropriate).	Authorisation of write off – name and signature of the authorising individual and date.