



ST. JOSEPH'S
CATHOLIC PRIMARY AND NURSERY SCHOOL
'LEARNING TO LOVE, LOVING TO LEARN'

ST JOSEPH'S CATHOLIC PRIMARY SCHOOL SCHOOL MEALS DEBT WRITE-OFF POLICY

St Joseph's Catholic Primary School has adopted a strict policy relating to the school meal service, currently provided by the company Edward and Wards and information is provided to Parents in the School Meals Debt Policy – Information for Parents.

Negotiation of Repayment terms

Debtors are expected to settle the amount owed by a single payment as soon as possible after receiving the first 'overdue payment' reminder letter.

If a debtor requests a "repayment plan" this will be at the discretion of the Headteacher. The settlement period should be the shortest that is judged reasonable.

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.
- Cost – where the value of the debt is less than the cost of recovering it.

Debt Write-Off

If the Head Teacher is of the opinion that the debt is impossible to recover, the following write-off limits will apply:

- a. Approval by the Headteacher for any debts of less than £100.
- b. Approval by the Finance, Premises and Personnel Committee for any debts between £100 and £500.
- c. Approval by the Governing Body for any debts over £500.

A record of the write-off should be retained for 7 years. (See Appendix 1).

This policy is to be reviewed with the School Meals Debt Policy – Information for Parents.

POLICY REVIEW TERM: ANNUAL

Policy reviewed: March 2023

Next review: March 2024

