

# St John Fisher Catholic Primary School

When You Love To Learn  
You Learn To Love



## Policy for Bad Debts

Updated: Spring 2023  
To be Reviewed: July 2025

# OUR MISSION STATEMENT

In this inclusive school, we embrace the teaching of Christ.

We welcome all people into our school community.

We empower everyone to achieve their full potential.

We celebrate the gifts of each individual in the positive environment where we work, learn and live the Gospel.

We create a caring, secure and happy environment where children want to learn.



*When you love to learn, you learn to love*

## POLICY FOR BAD DEBTS

When bad debts occur the following action should be taken:-

No debt is allowed to be larger than £25.00 - if a debt is larger than this then the following actions are followed.

In the first instance the Secretary with Financial Responsibility will issue a reminder in the form of a Statement and accompanying letter.

Should the debt continue to be outstanding the Secretary with Financial Responsibility will negotiate for its payment via further letter and phone call

This will then be followed up with another phone call and a further letter; such letter will include an offer to settle the debt by instalments in the case of financial hardship - from this point it will be recommended that the child(ren) move to packed lunch until the debt is cleared (if the debt is dinner money related)

All bad debts and non-repayment of bad debts are reported to the governing body.

For debt amounts of £25-£499 that remain unpaid, the Resources Committee will make a decision whether or not to pursue the debt through Bexley Council.

For debt amounts exceeding £500 the full Governing Body will make a decision whether or not to pursue the debt through Bexley Council.

If a debt exists and payment is received in school for any other reason - the initial debt will be repaid before any credit can be made for any other payment.

Confirmation the Policy for Bad Debts in respect of St John Fisher Catholic Primary School has been discussed and adopted by the Governing Body

Signed by:

Chair of Governors:

E Phillips

Head Teacher:

S Griffin