

Debt Recovery Policy

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1. Scope

1.1. This policy applies to all academies and business units across Nexus MAT.

2. General Requirements

2.1. All Nexus MAT academies 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



5.3. If parents/carers fail to honour the agreement or if no agreement on repayment can be secured then an invoice should be issued on official school stationery for the full amount in order to officially set up the debt;



6.5. (appendix a)

6.5.1. A formal reminder letter should be issued 2 weeks after the informal reminder.

6.5.2. If action is to proceed further, it is necessary to prove that all reasonable attempts have been made to recover the debt, and that these attempts have been made in a timely manner, i.e. at the time that the debt first became overdue.

6.5.3.



- 6.8.2.1. Hardship: where paying the debt would cause financial hardship;
- 6.8.2.2. Ill health: where recovery action might cause further ill health.
- 6.8.2.3. Time:



- 6.9.2. The debtor will be formally advised in writing that they will be required to pay the additional costs incurred by the school in recovering the debt.
- 6.9.3. This decision and its basis will be recorded and reported to the Audit & Risk Committee
- 6.10. Bad debts
 - 6.10.1. This debt recovery policy should be cross-referenced to the Nexus MAT Financial Handbook, and Nexus Write Offs and Disposals Policy.



Appendix A - First overdue payment reminder letter

Dear Parent / carer

Overdue payment for XX

Nexus MAT academies seek to ensure that all parents and carers make a fair and equitable

If debts are incurred, then the school budget has to pay for them. This means that money

parents. I am sure every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

Parent/s Carers must pay in advance wherever there is an associated cost, and despite us making this clear to you have still not provided payment for XXX.

FOR SCHOOL DINNER DEBT - I am sure you would not take your child out for a meal and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals, please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application. You should also be aware that securing your free entitlement increases the funds available to your school.

If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of 5 meals. However: these must be paid for and any future meals must be paid for in advance.

If the debt is not cleared, parents must either provide a packed lunch or maybe take the child home for lunch. In a case when a debt payment is n7(k nBT/F1 11.oee)4(pt)debtived ake the