

Stewart Headlam Primary School Write Off Policy

2018



Stewart Headlam
Primary School

Signed Chair of Governors: _____ Date: _____

Stewart Headlam School is committed to ensuring that debt write offs are kept to a minimum by taking all reasonable steps to recover money owed to the school. However there will be situations where the debt recovery process fails to recover all or some of the debt and in such cases the debt needs to be recommended for write off. The writing off of debts should only be considered where appropriate recovery action has been exhausted or a cost benefit analysis indicates this to be uneconomic

School Meals

We actively encourage parents of children exempt from the Mayor's free School meal and the universal free school grant ((Nursery children) to pay for school meals in advance; however, there are situations when this does not happen.

On a weekly basis, the Senior Admin Officer calculates the school meals arrears/credits for Nursery pupils. Parents pay the SAO on Thursday mornings. The school accepts payments by cash or cheque.

If there are more than 2 weeks dinner money owing the SAO telephones the parents to discuss the situation. If this is unsuccessful a letter is then sent home.

If a family has genuine financial difficulties they may be allowed to pay the arrears off weekly.

The Headteacher has the authority to write off debts up to £500 in aggregate and inform the full Governing Body who will record any write off.

Breakfast Club

The School Business Manager updates the Breakfast Club register on a weekly basis. Parents are advised of arrears initially verbally. This is then followed up with a letter. If this is unsuccessful then a meeting is set up with the Headteacher.

Parent who have built up a substantial debt will be offered the opportunity to pay off the debt on a weekly basis. If there is still no response then the child will be unable to attend breakfast club until payments are made. If this does not happen then the debt will be passed for LBTH for collection.

Stock

Electrical items of stock will only be written off if they are beyond economical repair.

Redundant musical instruments above the value of £100 will be offered for sale to schools within the Borough with permission of the Finance Sub-Committee.

Furniture - broken items of furniture will be discarded appropriately. Furniture that is in good order but no longer required will be stored where possible for future use. If there is no available storage, items will be advertised for sale on staff/parents notice boards at 50% of the retail price dependent on condition. If items do not sell they will be offered to a recycling centre.

Computers that are no longer fit for use will be collected by a reputable company who wipe the data and refurbish them for use in the third world. This can be at a small charge to the school.

Items of stationery no longer used in school will be sold at the School Fayre and funds will be used toward the various pupil celebrations throughout the school year.

The Governing body will formally minute the write off of individual items of stock & equipment with original purchase values in excess of £1000.