

Bad Debt Policy



Wistaston Academy
Primary and Nursery School
Together We Learn • Together We Achieve

Policy Author	Linda Davis, Principal
Responsible Governor's Committee	Finance, HR and Resources
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Date discussed at Staff Meeting / Morning Briefing	Spring 2014
Date established and approved by Governors	N/A
Frequency of Review	Review in the light of changes to legislation or operating experience
Website	No

If bad debts occur:

1. In the first instance the Clerical Officer will issue a reminder to the parent for the debt to be cleared.
2. Should the debt continue to be outstanding the matter will be referred to the Head Teacher who will negotiate for the payment.
3. If the debt remains and is less than £35 the Head Teacher, with the consent of the Chair of Governors, will cancel, replace, or write-off the debtor's account.
4. The write-off of bad debts will be reported to the governing body with full explanation of the reasons for the write-off.
5. The written-off amount could be debited against the school's budget to offset the original credit received.
6. The school will not pursue any debt of less than £35. However, for debts of more than £35 the school will take guidance from Cheshire County Council.