



HITCHIN BOYS' SCHOOL
An Academy Trust

DEBT RECOVERY POLICY

The school will do as much as possible to reduce the risk of debt (see charging policy). However, in the case of debt the following procedures will be used.

Debt Recovery Process

Every effort will be made to gain payment in full or an agreement of a payment schedule.

1. Invoices/bills to state 'to be paid by return'.
2. About two weeks after the invoice has been issued a phone call will be made or email sent reminding parents of an unpaid invoice and checking if there are any financial problems. Payment will be requested by return unless other arrangements are negotiated and agreed.
3. About one week after telephone contact, if money is not forthcoming, a letter will be sent from the School Business Manager requesting payment by a specified date or to contact the Finance Officer to discuss payment schedule.
4. Failure of the payment to be made by the specified date or a payment schedule to be agreed will result in a letter being sent from the School Business Manager indicating that if payment is not received by a specified date the matter may be forwarded to the school's solicitor.
5. If payment has not been received or an agreement reached, it will be the norm that the matter will be taken to the school's solicitor for possible legal action.

Approved at the Governors' Main Board Meeting July 2018