

BYLEY PRIMARY SCHOOL & NURSERY

BAD DEBT POLICY

Approved by Governors: October 2018

Review Date: October 2021

When bad debts occur -

- in the first instance the Bursar will issue a reminder at his/her discretion
- should the debt continue to be outstanding, the Head Teacher will negotiate for its payment
- if the debt remains and is less than £25 the Head Teacher, with the consent of the Chair of Governors, will cancel, replace, or write-off the debtor's account
- the write-off of bad debts will be reported to the governing body with full explanation of the reasons for the write-off
- the written-off amount could be debited against the school's budget to offset any credit received when the account was first raised
- it is understood that the Local Authority will pursue any debt above £25