



# Byley Primary School and Nursery

## Bad Debt Policy

Date of policy	Date for renewal	Signed	
February 2022	February 2025	Elizabeth Whittingham (Headteacher)	Andrew Gibson (Chair of Governors)

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