



St Anthony's Catholic Primary School

An Academy within The Catholic Academy Trust in South Hampshire

'Children in our heart, Christ at the centre'
'We love, we learn and we live'



Name of Policy	Debt Procedure Policy
Reference Number	
Date of e-signoff	October 2025
Headteacher	Katrina Straker
Chair of Risk & Management sub-committee	Andrew Williams
Date for review	October 2027

Debt Procedure Policy



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**'Children in our heart, Christ at the centre'
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The St Anthony's mission statement is 'Children in our heart, Christ at the centre. We love, we learn and we live.' To live out this mission, we are guided and led by our Catholic ethos that places the Catholic Social Teaching principles of Human Dignity and the Common Good at the heart of our school. We recognise that each of us is unique and loved by God and we are called to lead by example, as Christ did, to show respect and love to every person because each of us is made in the image of God.

This policy currently includes but is not limited to the fees for Laughalots (Breakfast Club and Afterschool Club) and Preschool. Where appropriate, this debt collection model may be used for any other monies the school wishes to collect eg money owed for residential.

Within this policy, the use of the term "parent" shall relate equally to parents, guardians and/or carers.

In individual cases of hardship, the Headteacher may, at their discretion, agree a repayment plan with parents in order to recover a debt. In the event that the agreed repayment plan is not adhered to, the conditions laid out in the remainder of this policy will apply.

1. Laughalots Breakfast Club and Afterschool Club

For payments not received, and where alternative arrangements have not been made, the following procedure will be followed:

- Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.
- The School Office Manager will discuss a payment strategy with the parents concerned.
- If full payment has not been received by the agreed deadline, parents will be informed by letter that their child's place at Laughalots will be rescinded.

2. Preschool Fees

For payments not received, and where alternative arrangements have not been made, the following procedure will be followed:

- Notice will be sent to parents to remind them that payment must be made in order for their child to be able to participate.
- The School Office Manager will discuss a payment strategy with the parents concerned.
- If full payment has not been received by the agreed deadline, parents will be informed by letter that their child's place at Preschool will be rescinded.

Debt recovery procedure

For any outstanding debt, a letter or email will be sent to parents who have not paid within 30 days, stating the outstanding amount has been flagged by the governors and offering a payment plan.

Any debts of £300 or more that are not being reduced within 30 days will trigger a warning letter to parents, giving 7 days to pay or respond otherwise an application will be made to the Small Claims Court.

At the Headteacher's discretion, some parents may be put on a debt repayment plan that will be set up by the School Office Manager to ensure that outstanding debts are gradually being reduced at a rate that is affordable for the family involved.

Debt Write Off

If the School Office Manager is of the opinion that a debt is impossible to recover, the following write off limits will apply:

- a. Approval by the Headteacher for any debts of less than £100.
- b. Approval by the Resources & Management Committee for any debts between £100 and £500.
- c. Approval by the Governing Body for any debts over £500.

The School Office Manager will maintain a record of all debts that have been written off in line with this policy.