



Bad Debt Policy

Runnymede St Edward's School: Mission Statement

'Inspire, Challenge, Support through Faith'

Children's Mission:

Into your hands Lord, we put each day
all that we do and all that we say

Child Protection Statement:

Runnymede St Edward's School is committed to safeguarding children and promoting children's welfare and expects all staff, governors, volunteers and visitors to share this commitment and maintain a vigilant and safe environment. Everyone has a responsibility to act without delay to protect children by reporting anything that might suggest a child is being abused or neglected. It is our willingness to work safely and challenge inappropriate behaviours that underpins this commitment. The school seeks to work in partnership with families and other agencies to improve the outcomes for children who are vulnerable or in need.

Runnymede St Edward's School follows guidelines laid down by the **Liverpool Safeguarding Children Board** (LSCB: www.liverpoolscb.org 2018) and **Keeping Children Safe in Education** (www.gov.uk 2018)

School Aims:

Faith

To encourage and foster the spiritual growth of all and to make prayer an integral and enjoyable experience in our daily life.

Individual Opportunities for Learning and Growth

To provide experiences that broaden, enrich and extend the skills, talents and values of each member of the school community. We are an inclusive school and pupils with additional needs or for whom English is an additional Language are fully supported to enable them to achieve their potential.

Relationships

To provide a safe, caring and welcoming environment within which all are treated with respect, courtesy and kindness. Runnymede St Edward's School upholds British values and encourages respect for all.

School and Wider Community

To foster a spirit of co-operation and friendship between home, school and the wider community.

Runnymede St Edward's School is built on the tradition of our founders, the Congregation of Christian Brothers. Based on their vision, Runnymede is a place in which individuals can develop fully, contributing as happy and caring members of a school community. Children's unique talents are valued, and they learn to live as well-mannered, self-disciplined and confident individuals.

For a detailed School Mission Statement please refer to the Mission Statement page of our website

BAD DEBT POLICY

Reviewed: Autumn 2018

Review Date: Autumn 2021

There is a growing realisation that we need to adopt a stronger, clearer and more consistent approach to dealing with bad debts without losing sight of the ethos and mission of the school.

On the basis of a rigorous review of existing bad debts, investigating our history and current situation in each case, we will implement a tighter procedure involving close monitoring of outstanding fees, prompt and early identification of any problems, withdrawal of the child and immediate court action if payments is not made and no special circumstances have been agreed – with prompt and efficient enforcement of any judgement obtained.

In all future cases the following principles and procedures will be applied:

1. Application forms have been modified to include a statement which gives a signed commitment to paying fees in full and an understanding that a pupil will be excluded if fees have not been paid in line with clause 2.
2. Should arrears of 28 days arise automatic exclusion applies.
3. We reserve the right to request a credit reference on the individuals responsible for payment of fees.
4. We reserve the right to insist that fees are paid termly in advance where there is a known history of late or irregular payments.
5. Where special circumstances arise, rescheduling may be considered. The Head Teacher will refer all such cases to a Finance Committee meeting of the Governing Body.
6. The school will not accept siblings whilst an account remains in arrears.
7. Where legal action is taken our solicitors have freedom to use the most appropriate and effective measures and all legal costs and disbursements incurred will be added to the debt.
8. Other charges levied throughout the academic year for day trips, residential trips, visitors to school (theatrical companies, historical visitors etc.) that are part of the curriculum, must be met by parents. Any amounts unpaid will be added to the fee account where interest may be added. Alternatively, such amounts may be deducted from the deposit held by the school that is usually refunded to parents as the child leaves the school. No child will be excluded from curriculum related events and therefore full payment for these activities is obligatory.

Please note all accounts beyond our credit terms will be passed to our debt collection agency, Sinclair Goldberg Price Ltd. All accounts, without exception, will be subject to a surcharge of 15% plus VAT to

cover our costs in recovery. These accounts will also be subject to any legal costs incurred in obtaining settlement.

Reviewed September 2015