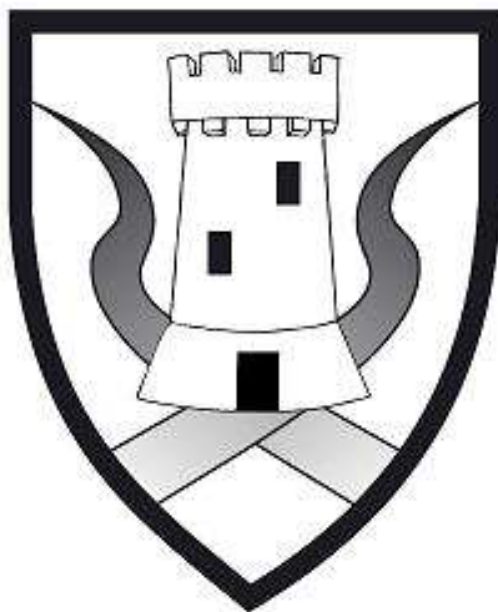


# Marlborough Primary School



## Bad Debt Policy

Written / Reviewed	May 2008	Jan 2010	Jan 2011		
Governors	May 2008	Jan 2010	Jan 2011	Feb 2012	May 2015

When bad debts occur -

- i. in the first instance the Administrative Assistant will issue a reminder.
- ii. should the debt continue to be outstanding the Head Teacher will negotiate for its payment.
- iii. 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.
- iv. the write-off of bad debts will be reported to the governing body with full explanation of the reasons for the write-off.
- v. the written-off amount could be debited against the school's budget to offset any credit received when the account was first raised.
- vi. it is understood that the Local Authority will not pursue any debt of less than £25.

This policy will be reviewed in annually.