



St Bernard's Preparatory School

Debtors and Debt Recovery Policy

Authorised by: The Board of Governors of St Bernard's Preparatory School

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Signature:

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Mission Statement

With God as our shelter and Christ as our guide, the mission of St Bernard's Preparatory School is to educate towards love and service to God, each other and the wider community. Through our broad balanced curriculum we will develop an understanding of each faith and the values we share. We will treat each person with respect, knowing we are special and unique.

St Bernard's is part of the St Benedict's family of schools. All schools in the group share a similar Catholic and Benedictine/Bernardine ethos.

Introduction

The school has a responsibility to its parents, employees and as a part of a Charitable Trust, to act at all times with financial propriety and to ensure the long-term financial position of the school.

The purpose of this policy is:

- To ensure that potential debtors are aware of the school's debt management policy and of the actions it will take.
- To provide the Headteacher and Bursar with direction and support when dealing with debtors.

For the purposes of this policy a debtor is any person, or persons, who owes the school money, who without the prior approval or agreement of the school, fails to settle any invoice issued by the school in the full amount of the invoice by the due date.

All school fee invoices are expected to be paid in full and on time. However, occasionally, a debtor may request additional time to pay the invoice due to a variety of reasons. Permission to vary the due date, or to enter into a bespoke payment arrangement, is only delegated to the Governing Body as delegated by the Trustees and only in advance of the due date.

Debt recovery actions:

- A debtor will be contacted in writing, by e-mail and/or by telephone immediately and within the first week after the due date of the invoice.
- Interest will be charged from the due date at 5% per annum and a late payment fee of £50+VAT will be applied to the debtor's account for each invoice. This includes those with delayed Standing Order payments.
- If payment has not been received within 1 week from the first contact, then the debtor will be contacted again in writing stating that unless payment is received within 7 days the pupil will be suspended on account of non-payment of fees.
- If payment is not then received within 10 working days the recovery of the debt will be passed onto a 3rd party for recovery, and additional costs will apply.
- The onus is on the debtor to prove payment.
- Payments are allocated to the oldest outstanding debt.
- Families with more than one child who incur any debt should be aware that the Trustees reserve the right to suspend any or all of the children pending satisfactory and immediate resolution of said debt.

Only the Governing Body, as delegated by the Trustees, has the authority to suspend a pupil. A debtor does not have the right of appeal if a pupil is suspended for non-payment of school fees as this is a contractual obligation on behalf of the debtor and the debt will still be due and collected.

A debtor will also be automatically charged £50+VAT as an administrative fee for any returned cheques or any BACS or standing orders not processed

Applies to:

- Anyone who attends St Bernard's Preparatory School for the provision of education, including parents, guardians and those with legal responsibilities for any pupils at this school.

Availability:

This policy is made available to parents on the website www.stbernardsprep.org or a copy may be requested from the school office.

Monitoring and Review

The Trustees and Governors will undertake a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.