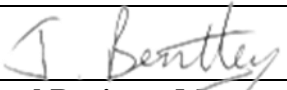


NORTHFIELD SCHOOL COLLECTING AREARS OF PAYMENTS/INVOICES PROCEDURES POLICY

Date adopted	September 15
Signed by Chair of Finance and Resourcing Committee	
Member of staff responsible for monitoring	School Business Manager
Review frequency	Biennial

Date	Changes made	Agreed by	Authorised for use by	Date of review

COLLECTING ARREARS OF PAYMENTS

All parties are expected to pay in advance for school meals. In the event this does not happen the following procedures will be followed:

- On the first day of non payment a telephone call home is made by the school receptionist.
- If no payment is received within five days, a second telephone call will be made by the receptionist.
- If on day six no payment is received the bursar informs the form tutor not to order any lunches until full arrears have been paid and the bursar informs the Head.
- If the debt has not been paid off within half a term the Headteacher authorizes the writing off of the debt.

COLLECTION OF ARREARS OF INVOICES

It is unusual for the school to send invoices, however on the rare occasions that this does occur the following procedure will be followed:

- Invoice will be sent
- If invoice has not been paid within thirty days a reminder will be sent
- If invoice has not been paid within twelve weeks the bursar will alert the Headteacher who will write off the debt.