POLICY: OUTSTANDING DEBTS POLICY

PURPOSE:

The school council has a responsibility to manage the finances of the school, and in doing so, must ensure that a fair and reasonable process for managing outstanding debts is developed and implemented.

AIM:

To minimise outstanding debts, and to provide an effective process for managing outstanding debts should they occur.

IMPLEMENTATION:

- The school council will consider the costs associated and the parent's capacity to pay before deciding upon the cost of the Curriculum Contribution.
- The school council will provide opportunities for all parents experiencing financial difficulties to enter into alternative and confidential payment arrangements with the principal.
- The school council will allocate funds annually to be used at the discretion of the principal to assist families experiencing genuine financial hardship.
- Outstanding debts occur when parents make an agreement to pay (see Exec Memo 029/99) and fail to honour the agreement or when payments for the hire of school facilities are not made according to school council agreements.
- **Unpaid Curriculum Contributions do not constitute outstanding debts.**
- CSEF agreements will be entered into with the business manager.
- The principal will be responsible for managing all outstanding debts.
- Statements of outstanding debts are distributed prior to the end of each term.
- Outstanding debts in excess of 60 days will result in a telephone call from the business manager.
- Parents with outstanding debts in excess of 90 days, or parents who have agreed to alternative payment arrangements with the principal but have then reneged upon the arrangement, will be required to pay for all future activities in advance.
- **Outstanding debts will carry over from one year to another**.
- Community groups that hire school facilities and in doing so create outstanding debts, will have access to the schools facilities suspended until all debts are paid.
- Debt collectors will not be used to collect debts.

POLICY REVIEW AND APPROVAL:

Policy last reviewed	17/2/2026
Consultation	Consultation with school council and approved by School Council
Approved by	James Bell, principal
Next scheduled review date	February 2027