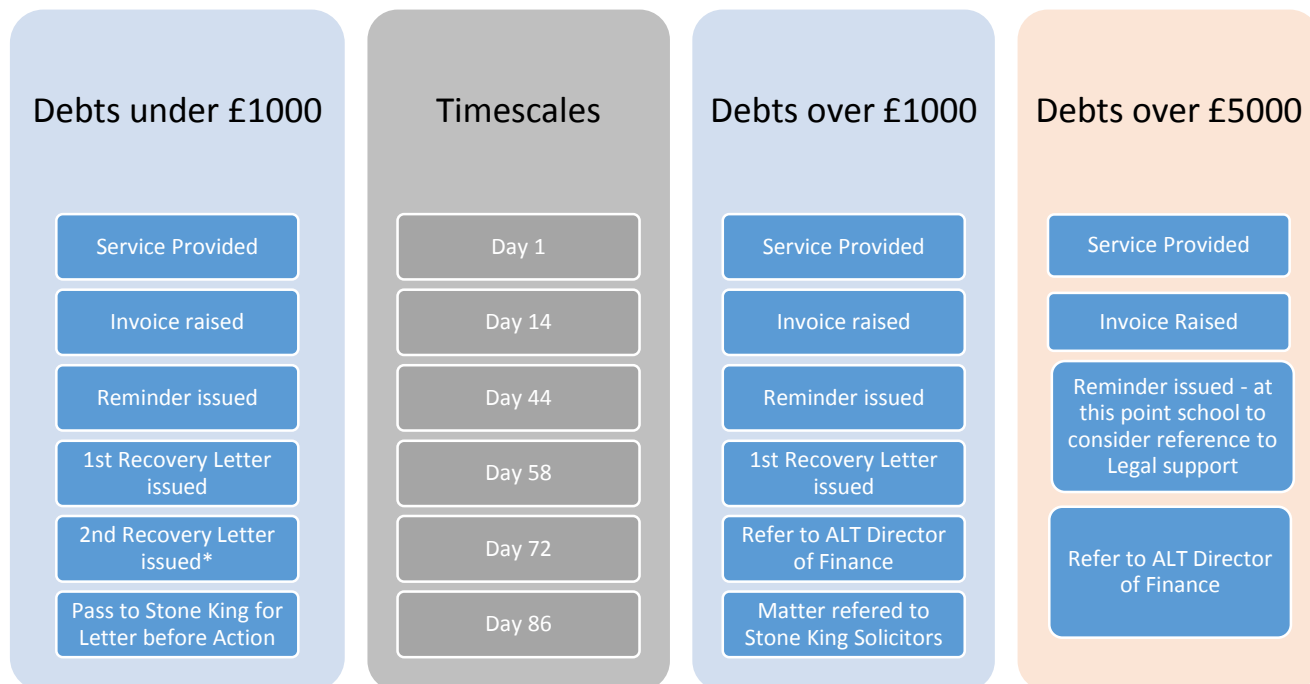


## Appendix 5:

### Debt Escalation Protocol



#### Debts Under £1000 procedure

\*Debts below £50 that remain unpaid following the 2<sup>nd</sup> recovery letter should be written off.

\*Debts between £50 and £200 should be assessed following the 2<sup>nd</sup> recovery letter to ascertain the value in following the Letter before Action, and the school will need to decide whether to write off or follow the Letter before Action.

Debts (above £50 and below £1,000) schools should utilise the protocol and standard precedent Letter before Action supplied by Stone King Solicitors. This helps to ensure that recovery can be dealt with both economically and can be supported through the retainer that the Trust has with Stone King. If the debt is more than £1,000 then a more bespoke letter is required. To progress this and additional support from Stone King please liaise with Karen Jarvis – ALT Central Offices

The process to get the letter issued by Stone King is as follows:

1. The school confirms the name of the debtor to Stone King so that they can check for any conflicts of interest – email [TomJohnson@stoneking.co.uk](mailto:TomJohnson@stoneking.co.uk) with details (cc to [Karen.Jarvis@activelearningtrust.org](mailto:Karen.Jarvis@activelearningtrust.org))
2. If there are no conflicts, Stone King will forward to the school the letter before action to complete the details and return (the letter is updated regularly to reflect changes in the law/interest etc);
3. Stone King will send the completed letter before action on Stone King headed paper to the debtor.

This preliminary letter to the debtor is at no cost as it is under the school's retainer arrangement but please note that any further work, including any necessary further correspondence with the debtor, will be outside the scope of the retainer. Stone King Dispute Resolution lawyers (our contact is currently Tom Johnson) will deal with all subsequent communications and will discuss (if appropriate) any likely further costs before proceeding – these costs would be borne by the school.