

TICKHILL ESTFELD PRIMARY SCHOOL

SCHOOL MEALS DEBT POLICY

Adopted by the Governors of Tickhill Estfeld Primary School

As from 1st April 2019 we have adopted a strict NO DEBT policy relating to the school meal service.

Aims

- To outline the school's procedures regarding school meal debts
- To ensure the smooth, efficient and cost effective operation of the school dinner system
- To clarify the roles and responsibilities of school staff, parents, carers and pupils
- To present a workable, fair mechanism for the collection of school dinner money

Payments

School meals are available to pupils at a cost of £3.50 per day or at no cost to those in receipt of a free meal entitlement or those who are receiving universal free school meals (Rec, Y1 & Y2).

- All meals must be paid for **in advance** of the meal being taken
- Payments must be made through Parentpay, the school online payment system
- If your child is absent, their dinner money will remain in their Parentpay account
- Refunds will be given at the end of the school year if your child is leaving the school to attend another
- If a child forgets their packed lunch and is given a school meal, parents and carers must pay for that meal on the same day or the following morning at the latest (unless your child qualifies for a free school meal)
- If you wish to make a change to your child's meal arrangements, the school office must be given **one weeks** notification in writing

If payment has not been made

If debts are incurred, then the school budget has to pay for them. This means that money which should be spent on the children's education is used to pay for debts incurred by parents and carers. Everyone will agree that this is unacceptable and we request that all parents give this policy their full support.

- It is the parent or carers responsibility to regularly check their ParentPay account and keep funds topped up
- If a parent or carer genuinely forgets to pay, the school will grant an exception and will allow 2 days for the payment to be made. An e-mail will be sent via Parentmail to request immediate payment.

- If the debt is not clear within 2 days parents and carers must provide a packed lunch. If this is not provided, school will telephone the parent or carer to ask them to bring a packed lunch into school, or make an immediate payment via ParentPay
- If the matter remains unresolved, the parent or carer will be sent a letter detailing the school's next course of action. It is likely that the debt will be sought via small claims court
- If a parent or carer is not carrying out their responsibility of care by not providing food for their child at lunchtime, the matter will be referred to the Headteacher where consideration will be taken regarding the involvement of Social Care.

Information regarding free school meals is available from the School Office.

POLICY AGREED BY HEADTEACHER AND GOVERNORS OF TICKHILL ESTFELD
PRIMARY SCHOOL ON

DATE: 25th March 2019 to be reviewed annually

NEXT REVIEW DATE: March 2027