



# Reevy Hill Primary School

## Policy Documentation

### School Meals Debt Policy

#### OUR VISION

To ensure there is consistency and clarity in managing school meal debt for staff, children and parents

**Responsibility for Review: Business Manager**

<b>Relationship to other Policies</b>	<b>Date</b>	<b>Status</b>
• None	<b>January 2016</b>	Governor Approval
	<b>January 2019</b>	Review

As from 1<sup>st</sup> September 2014 Reevy Hill Primary School adopted a strict NO DEBT policy relating to the school meal service.

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. Every parent will agree that this is unacceptable and we request that all parents give this policy their full support.

No parent would take their child to McDonalds and expect them to be given food without paying; the same applies at school. If parents believe that their children may qualify for entitlement to Free School Meals please contact the office for more details. This allowance is a statutory right and it is important that you use it if you qualify. We will help you all we can with your application.

Parent/s must pay in advance for the school lunch using the method of payment outlined below:

- Send cash or cheque in a marked envelope at the beginning of each week to the main office

Children will not be provided with a school lunch unless it is paid for, except those that are entitled to free school meals. If a parent genuinely forgets to pay in advance, the school may grant a debt allowance of £8.50 (equivalent to one week's meals). However this debt must be paid the next day and future meals must be paid in advance before any meal is provided.

If the debt is not cleared, parents must either provide a packed lunch or take the child home for lunch. In a case when a debt payment is not received nor a packed lunch provided, the headteacher will phone the parent to ask them to come to school with the money. Otherwise they must provide sandwiches before lunch time or arrange to take their child home for lunch.

If payment of the debt is not received the next day, the headteacher reserves the right to begin legal proceedings against parents to recover the debt. Social services may also be informed that these parents are not carrying out the responsibility of care by not providing food for their children at lunchtime.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and at the same time ensure that all money that is for children's learning is available.

If you have any concerns please don't hesitate in contacting me.

Yours sincerely

Mr M McKenna  
Headteacher

## Appendix 1

Name  
Address

Date

Dear Parent/Carer

Our records show that you have not paid dinner money for your child <name> Class:  
<Class>

As at <date> you owe a debt of £.

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure payment is made promptly at the beginning of each week by sending the money to school in a marked envelope.

The cost of a school meal is £1.70 per day - £8.50 per week.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Mr M McKenna  
Headteacher

## Appendix 2

Name  
Address

Date

Dear Parent/Carer

Our records show that you have not paid dinner money for your child <name> Class: <Class> despite a previous written reminder and a telephone call

As at <date> you owe a debt of £.

Please arrange for this money to be paid immediately. Once the debt is cleared please ensure payment is made promptly at the beginning of each week by sending the money to school in a marked envelope.

The cost of a school meal is £1.70 per day - £8.50 per week.

Since non-payment for school meals affects the quality of service we offer to the children we need to ensure that all payments are up to date and I am afraid that if the debt is not cleared by the end of this week it will not be possible to provide your child with a school meal. You will need to make your own arrangements for your child's lunch.

The school reserves the right to begin legal proceedings to recover the debt and to inform social services of our concerns that you are not providing a meal for your child at lunchtime.

If you have any queries regarding these arrears, please contact the school office immediately.

Yours sincerely

Mr M McKenna  
Headteacher