

Lew Trenchard C of E Primary School School Meals Debt Policy

Introduction

Lew Trenchard C of E Primary School will ensure that parents are aware of this policy by sending out an annual letter and putting the policy on the school website. All parents should be provided with a copy of the policy when their child joins the school.

Objectives

- To ensure that all staff and parents are aware of the procedure to be followed if a debt is incurred.
- To avoid large debts occurring
- To ensure that the school budget is being used appropriately

Key Information

1. All parents are provided with a copy of the debt policy when their child joins the school.
2. All school lunches must be paid for in advance
3. Parents who don't want their child to have a school lunch should provide a healthy packed lunch.

Debts Incurred

If a debt is incurred Lew Trenchard C of E Primary School will follow the procedure outlined below.

Stage 1

A child's record shows a debt

Action 1: send an 'initial reminder' Appendix A via email

Stage 2

The debt is still owing and the child comes to school again without a packed lunch

Action 2: Personal contact

A member of staff will phone the parent to ask them to pay the money owed via SchoolMoney or bring in a packed lunch before mid-day.

Stage 3

The parent does not comply with any of these options,

Action 3: send a follow up debt letter Appendix B

Stage 4

The parent consistently does not comply with any of these options,

Action 4: Inform governors and put in place plan of action regarding taking legal proceedings.

Date:

Chair of Governors:

Headteacher:

Appendix A

Dear Parent/carer

Our records show that you have not paid dinner money/breakfast club fees for your child/ren.

As at (date) our records show a debt, however, if you have paid in the last few hours please ignore this email.

Please arrange for this money to be paid immediately via the School Money Website (<https://login.eduspot.co.uk/public/portal/parent/?app=schoolmoney>)

NOTE: All meals MUST be paid for in advance. If you don't wish for your child/ren to have a school meal please provide them with a healthy packed lunch.

The cost of a school meal is £2.30 per day per child.

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

Yours sincerely

Sally Powell,
Head of School

Appendix B

Dear Parent,

As you are aware, all breakfast club fees and school dinner fees must be paid in advance. If you incur any debt, no matter how small, we are unable to allow you to access these services. This procedure has to be in place to protect our school budget and even small amounts can build up over the whole school to very significant amounts which can then impact upon teaching and learning expenditure.

You have been sent messages to inform you that you have an outstanding balance on Schoolmoney. We do not want to put you under any undue financial pressure and this is one of the reasons that we would not want the amount owed to build up any further. Therefore, please ensure that payment is made before you access breakfast club or school dinners again. Please let me know if you are unable to do this so that we can discuss an appropriate repayment plan for outstanding monies. Again, please remember that breakfast club and school dinners need to be paid for in advance.

If your child orders a school dinner before payment is made then we will attempt to contact you to ask you to provide them with a packed lunch. If we are unable to contact you then an emergency packed lunch of a sandwich and a piece of fruit will be provided and you will still be charged £2.30 for this.

Please ignore this letter if you have paid today and also if you would like to discuss this any further. You may be asked to pay for what seem to be very small amounts but as mentioned above we have incurred significant debt by not taking action in this way and have made a decision to be proactive about expecting payment in advance.

Kind regards,
Sally Powell
Head of School.