



Howard Primary School

SCHOOL MEALS DEBT POLICY FOR PARENTS

Review Date: 17th October 2018

Signed by: _____(Governor)

Signed by: _____(Head Teacher)

Name of Committee: Finance Committee

Next Review Date: October 2021

HOWARD PRIMARY SCHOOL SCHOOL MEALS DEBT POLICY FOR PARENTS

At the direction of the local authority, Howard Primary School has 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.

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.

Evidence requested must be provided on time. Free meal entitlement will only apply from the date the school receive the evidence. It will not be backdated.

Parent(s) must pay in advance for the school lunch using any of the methods if payment outlined below:

- Credit/Debit cards online using ParentPay **(this is our preferred payment)**
- Pay Point cards (ask in the office about PayPoint payments)

Children may 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 1 meal. However, this debt must be paid 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 Manager will text or phone the parent to ask them to come to school with the money or to pay online immediately. 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 head teacher reserves the right to begin proceedings against parents to recover the debt. Children's 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.

Head Teacher: Miss Jackie De Saulles

Dated: **17th October 2018**

Chair of Governors: Mr Paul Smith

Dated: **17th October 2018**

NEXT REVIEW DATE: October 2021 or earlier if there are any changes