



Keresforth Primary School

School Meals Debt Policy and Procedure

Contents

Debt Policy implementation	Page 3/4
Appendix A	Page 5
Appendix B	Page 6
Appendix C	Page 7

School Meals Debt Policy & Procedure

Debt policy

Keresforth Primary School will ensure that parents are aware of this policy in the following ways:

- The school's newsletter
- The school brochure
- The school website

This will ensure that all parents get the same message in a consistent way. This should be done at least once each year. All parents should be provided with a copy of the policy when their child joins the school.

Debt policy implementation

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. No child should be sent to school with no money in their account and expect to be given a meal
4. Parents who don't want their child to have a school lunch, should provide a healthy packed lunch.

Level 1

Indicator: A child's record shows a debt

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been recorded correctly?

Check 3 does this parent normally pay on time, is this just a one off?

Action 1: Personal contact – phone call or text

Level 2

Indicator: A child comes to school again without the debt being paid or a packed lunch

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been recorded correctly?

Check 3 has this parent made contact?

Action 2: Gentle reminder letter to be sent home, once again this will be reinforced by a phone call to parents/guardians Appendix A

Level 3

Indicator: The parent does not comply with any of these options,

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been recorded correctly?

Check 3 has this parent made contact?

Action 3: Send Strong debt letter Appendix B

Level 4

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

Check 1 is this a FSM child, are dates correct?

Check 2 is there a possibility that payments have not been recorded?

Check 3 has this parent made contact?

Action 4: Start Debt Collection Proceedings

School Business Manager to begin debt collection proceedings

APPENDIX A

Parent or carer of xxxxxxxx xxxxxxxx

Xxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

Xxxxxxxx

Xxxxxx

xx/xx/xxxx

Our records show that you have not paid dinner money for your child xxxxxxxx
xxxxxxx Class: xx

As at xx/xx/xxxx our records show a debt of £-xx.xx

Please arrange for this money to be paid immediately by paying online through the
School Gateway

NOTE: All meals **MUST** be paid for in advance in accordance with our debt policy (copy
enclosed). If you don't wish for your child(ren) to have a school meal please provide
them with a healthy packed lunch or arrange to take them home for lunch.

The cost of a school meal is £2.50 per day - £12.50 per week.

If you are having difficulty making payments for school meals, please inform school as
soon as possible so that we can discuss your options with you.

If you think your child may be entitled to free school meals, please contact the school
office or online through the BMBC website or on the Benefits, Taxation and Payments
helpline 01226 787787.

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

Yours sincerely
Mrs V D'Silva
Headteacher

APPENDIX B

Parent or carer of xxxxxxxx xxxxxxxxxx

Xxxxxxxxxxxxxxxxxx

Xxxxxxxxxxxxxx

Xxxxxxxx

xxxxx

xx/xx/xxxx

Our records show that you have not paid dinner money for your child xxxxxxxx
xxxxxxx Class: xx despite a previous written reminder and a telephone call.

As at xx/xx/xxxx our records show a debt of £-xx.xx

Please arrange for this amount to be paid immediately by paying online through the
School Gateway.

The cost of a school meal is £2.50 per day - £12.50 per week.

If you are having difficulty making payments for school meals, please inform school as
soon as possible so that we can discuss your options with you.

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 xxxxxxxxxx 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.

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

Yours sincerely
Mrs V D'Silva
Headteacher

APPENDIX C

School Meals Debt Policy - letter

As from April 2013, Keresforth Primary School adopted a 'no debt' policy relating to the school meal service.

The reasons for this are:

1. Barnsley Council has changed their policy.
2. From April 2013, 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/guardians. Every parent/guardian will agree that this is unacceptable and we request that **ALL** parents/guardians give this policy their full support.

If parents/guardians believe that their children may qualify for entitlement to Free School Meals please contact school 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.

School Meals Debt Policy:

Parents/guardians must pay in advance for the school meal, online through the School Gateway. If a parent/guardian genuinely forgets to pay in advance, the school will grant a debt allowance of **TWO** meals. However this debt must be paid on the next school day and future meals must be paid for in advance before any meal is provided.

If the debt is not cleared, parents/guardians must either provide a packed lunch or take the child home for lunch. If you are having difficulty with paying for your child's school meals, you must inform school as soon as possible and we can advise you of your options.

If persistent debt remains outstanding, the Headteacher reserves the right to begin legal proceedings against parents to recover the debt.

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

If you have any concerns please don't hesitate to contact me.

Yours sincerely
Mrs V D'Silva
Headteacher