

MAYBURY PRIMARY SCHOOL

School Meals Debt Recovery Policy

Updated: Spring 2019





Maybury Primary School

Produced : Spring 2019
Reviewed :
Next Review :

School Meals Debt Recovery Policy

Mission Statement

Our values-based school is a happy, caring, safe and stimulation learning environment, where children are encouraged to thrive intellectually, emotionally, physically, socially and spiritually.

At Maybury Primary School

- * everyone and everything is valued and appreciate.
- * differences are celebrated and
- * learning is at the heart of all we do

Vision Phrase:

Everyone is a learner and every experience is a learning opportunity.

School Meals Debt Recovery Policy

This policy has been written to help our school adopt a consistent approach to debt incurred by parents whose children take school dinners. It provides clarity and consistency in managing the debt and will also help parents clearly understand what is expected of them.

The Free School Meals system is there for parents of children of all ages to claim if they are in receipt of certain benefits, information is available from the school office.

Also all pupils in the Foundation Stage and Key stage 1 are now entitled to receive Universal Infant Free School meals.

Therefore this policy only relates to pupils in Key Stage 2 (Years 3, 4, 5 and 6) whose parents pay for school meals.

The school wishes to avoid a situation which allows parents to accrue large amounts of debt for school meals which they can then find difficult to clear.

The Governors at Maybury Primary School feel that a system that works best is a zero tolerance approach.

It is very time consuming for the School office staff to continually chase parents for payment – by letter, phone call or in person. It is also highly embarrassing for all concerned and occasionally it can have a negative effect on our relationships with families.

There will be occasionally the decision to be made by the school about whether a child should be refused a meal if they have not paid. However the school is no different than any other café/ restaurant and meals taken must be paid for.

The school will make parents aware of this policy in the following ways:

- A letter to parents
- Reminders in the school newsletter
- The school website
- Telephone call on the day if lunch or lunch money not being provided by parents

This will ensure that all parents receive the same message in a consistent way. This will be done at least once a year.

All parents will be reminded about the policy when their child joins KS2.

Key Information

- All school lunches must be paid for on the day or in advance
- No child should be sent to school without money and expect a meal.
- Where a debt has accrued amounting to £11.50 (5 meals) parents will be asked to provide packed lunches from home until the debt has been cleared.
- Parents who do not want their child to have a school meal should provide a healthy packed lunch.

Debt Recovery Policy Information

Weekly check - £2.30 - £ 11.50 debt

- Debt report checked
- Reminder letter/ text will be issued to all parents with arrears.
- Once the debt is £11.50 a reminder letter/ parentmail notification will be issued to parents informing that a packed lunch be provided until the debt is cleared.

Annex 1 – Parent letter

Annex 1

Parents/Carers,

School Meals Debt Recovery Policy - Key Stage 2 children

Due to an increase in the number of school meals that are regularly not being paid for and to avoid a situation which allows parents to accrue debt for school meals we have decided to adopt a 'No Debt' policy relating to school meals.

We hope that all parents will give this policy their full support. As we all know, no one takes their child to a café or restaurant and expects them to be served food without paying, the same applies at school.

School meals must be paid for on the day or in advance. If a parent genuinely forgets to pay on the day or in advance then school may grant a debt allowance of a meal. However this debt must be cleared as soon as possible. Please be advised that if payment is not in full, then any payments will be allocated to the oldest outstanding debt.

If the debt is not cleared, parents must provide a packed lunch. In a case when a debt payment is not received or a packed lunch provided the office will phone the parent to ask them to clear the outstanding balance or provide packed lunch before lunchtime.

By implementing this debt policy we are aiming to help parents manage school dinner money. This also ensures that money allocated to the school is used for educational purposes and not for clearing debts accrued to the catering company.

If you believe that you may qualify for entitlement for Free School Meals please contact the office for more details. This allowance is a statutory right that you can use if you qualify. We will assist with the application if required.

Yours

Mrs Merritt

Headteacher